

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
MARCH 18 – 22, 2019**

**MONDAY, MARCH 18, 2019**

- |                     |  |  |
|---------------------|--|--|
| *2:30 pm            | Solid Waste Board                                | Port & Resource Recovery<br>2561 S. Broadway               |
| <del>*3:30 pm</del> | <del>Housing Authority</del> - MEETING CANCELLED | <del>Room 604, City Hall<br/>100 N. Jefferson Street</del> |
| *5:00               | Citizens Redistricting Advisory Subcommittee     | Room 200, Northern Building<br>305 E. Walnut Street        |

**TUESDAY, MARCH 19, 2019**

- |          |  |   |
|----------|--|---|
| *3:30 pm | Children With Disabilities Education Board | Syble Hopp School<br>755 Scheuring Road             |
| *4:30 pm | Veterans Recognition Subcommittee          | Room 201, Northern Building<br>305 E. Walnut Street |
| *5:00 pm | Board of Health – <i>NOTE LOCATION</i>     | Room 200, Northern Building<br>305 E. Walnut Street |

**WEDNESDAY, MARCH 20, 2019**

- |          |                                   |  |
|----------|-----------------------------------|--|
| *7:00 pm | Brown County Board of Supervisors | Legislative Room 203, City Hall<br>100 N. Jefferson Street |
|----------|-----------------------------------|--|

**THURSDAY, MARCH 21, 2019**

- |          |               |                                    |
|----------|---------------|------------------------------------|
| *5:15 pm | Library Board | Central Library<br>515 Pine Street |
|----------|---------------|------------------------------------|

**FRIDAY, MARCH 22, 2019**

**(No Meetings)**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT & RESOURCE RECOVERY DEPARTMENT

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN  
DIRECTOR

**- PUBLIC NOTICE -**  
**BROWN COUNTY SOLID WASTE BOARD**  
**Monday, March 18<sup>th</sup> – 2:30 pm**  
Brown County Port & Resource Recovery  
2561 S Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to Order
2. Roll Call
3. Agenda – *Request for Approval/Modification*
4. Minutes – February 18, 2019 - *Request for Approval/Modification*
5. Announcements/Communications
6. In-House Processing of Fire Extinguishers - *Update*
7. Solid Waste Transfer Station Scale Software & Kiosk Installation RFP - *Request For Approval*
8. Director's Report
9. Closed Session for deliberation and possible negotiations/action relating to the BOW Cooperative Landfill Plan Agreement.  
*Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.*
10. Such other Matters as Authorized by Law
11. Adjourn

Dean R. Haen  
Director

*Any person wishing to attend who requires special accommodations should contact the Brown County Port & Resource Recovery Department at 492-4950 at least two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET, P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

### CITIZENS REDISTRICTING ADVISORY SUBCOMMITTEE

Ken Bukowski, Robyn Davis, Tom Joynt,  
Aaron Linssen, Tom Lund, Cheryl Mc Cutcheon,  
Pam Parish, Hector Rodriguez, Tom Sieber

**CITIZENS REDISTRICTING  
ADVISORY SUBCOMMITTEE  
Monday, March 18, 2019  
5:00 p.m.  
Room 200, Northern Building  
305 E. Walnut Street, Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Election of Recording Secretary.
- VI. Set date and time of regular meetings.

### Comments from the Public

1. Presentation by Brown County Planning Department outlining the redistricting process.
2. Such other matters as authorized by law.
3. Adjourn.

Tom Lund  
Vice Chair, Brown County Board of Supervisors

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**  
**Tuesday, March 19, 2019 – 3:30 pm**  
**Syble Hopp School**

1. Action Item: Call to Order
2. Open Forum
3. Action Item: Approval of February 19, 2019 Minutes  
RECOMMENDED MOTION: That the minutes of the February 19, 2019 Board meeting be approved.
4. Action Item: Approval of Agenda  
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
5. Action Item: Donations  
RECOMMENDED MOTION: That this month's donations be approved.
6. Action Item: Payment of Bills  
RECOMMENDED MOTION: That the payment of the bills be approved.
7. Action Item: Financial Report  
RECOMMENDED MOTION: That the financial report be accepted.
8. Action Item: Retirement  
RECOMMENDED MOTION: That the Board approve the retirement of Mary Shariff, Speech and Language Pathologist, effective June 30, 2019.
9. Discussion Item: Strategic Plan – School Perceptions Survey
10. Discussion: Administrator's Report
11. Discussion Item: Parent Organization Report
12. Executive Session: The Board will move to executive session as allowed by Wisconsin State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
13. Action Item: Adjournment  
RECOMMENDED MOTION: That the March 19, 2019 Brown County Children with Disabilities Board meeting be adjourned.

\*Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, March 18, 2019 so arrangements can be made.

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

### VETERANS RECOGNITION SUBCOMMITTEE

Bernie Erickson, Chair  
Ed Koslowski, Vice Chair  
Joe Aulik, Joan Brusky, Ken Corry,  
Louise Dahlke, Jason Habeck, Jim Haskins,  
Kerry Metoxen, Duane Pierce, Jerry Polus

### VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, March 19, 2019

4:30 pm

Room 201, Northern Building  
305 E. Walnut Street  
Green Bay, WI

### NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of February 19, 2019.
4. Discussion re: Honor Rewards Program.
5. Discussion re: 2019 Veterans Appreciation Day at the Brown County Fair.
6. Discussion re: Possibly Honoring Peacetime and Non-Combat Veterans at the Fair.
7. Discussion re: Certificates of thanks for donations for Veterans Appreciation Day at the Fair.
8. Report of CVSO Joe Aulik – Military Entertainment for Fair.
9. Report from Committee Members Present (Erickson, Aulik, Brusky, Corry, Dahlke, Habeck, Haskins, Koslowski, Metoxen, Pierce, Polus).
10. Such Other Matters as Authorized by Law.
11. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



**Public Health**  
Prevent. Promote. Protect.

**Brown County**  
Health & Human Services

## BROWN COUNTY BOARD OF HEALTH

TUESDAY, MARCH 19, 2019

5:00 PM

Northern Building  
305 E. Walnut Street  
Room 200  
Green Bay, WI 54301

**NOTE: NEW TEMPORARY LOCATION**

### AGENDA

1. Call to Order, Welcome, Introductions
2. Approval / Modification of the Agenda
3. Approval of Minutes of meeting of January 15, 2019.
4. Home Visitation Evaluation Plan
5. Nursing Unit Update
6. Environmental Unit Update
7. Community Engagement Unit Update
8. Health Officer's Report
9. Public Health Legislation – Standing Item
10. Receive New Information on Wind Turbines – Standing Item
11. Correspondences
12. Comments from the Public
  - a. State name and address for the record
  - b. Comments will be limited to five minutes
  - c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
13. All Other Business Authorized by Law
14. Adjournment / Next Meeting Schedule (May 14, 2019)

**Board of Health members: Please RSVP if unable to attend to Patti at 448-6405 no later than 4:30 PM Friday, March 15, 2019. Thank you!**

Notice is hereby given that action by this board may be taken on any of the items, which are described or listed in this agenda.

**BOARD OF SUPERVISORS**  
*Brown County*



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

(920) 448-4015 FAX: (920) 448-6221

E-mail: BC\_County\_Board@co.brown.wi.us.

**PATRICK W. MOYNIHAN JR., CHAIR**

**THOMAS J. LUND, VICE CHAIR**

**PUBLIC NOTICE OF MEETING**

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, March 20, 2019 at 7:00 p.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON  
ANY ITEM ON THE AGENDA**

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a. State name and address for the record.
  - b. Comments will be limited to five minutes.
  - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
3. **Approval of Minutes of February 20, 2019.**
4. **Announcements by Supervisors.**
5. **Presentation of Communications for Consideration:**
  - a. Late Communications.
6. **Appointments by County Board Chair and Board of Supervisors Committee as a Whole:**  
(None)
7. **Confirmation/Appointments by County Executive: (None)**
8. **Reports of the:**
  - a. County Board Chair.
  - b. County Executive.

9. Other Reports: (None)

10. Standing Committee Reports:

a) **REPORT OF ADMINISTRATION COMMITTEE OF MARCH 6, 2019:**

1. Review minutes of: *None.*
2. Digital Counties Initiative presented by Oliver Buesche of My Strategy Solution, LLC. *No action taken.*
3. Communication from Supervisor Schadewald re: This is my request to review travel, conference and lodging policies related to County Board members.
  - i. To amend Ordinance 3.11(p) by striking *except for Board members* in the first line and striking *However* in the second line.
  - ii. To direct Corporation Counsel to add a provision to the Ordinance requiring an explanation be provided to the County Board Chair by a Supervisor if the County expends money for a Supervisor to attend an event but the Supervisor does not attend and for the Supervisor to reimburse the County for money expended.
  - iii. To amend the Ordinance to adopt the GSA standard per diem meal reimbursement rates, to review the timeline for meals currently set forth and to review the reimbursement rate of 20 cents per mile for county-owned vehicles used for personal mileage.
  - iv. To have Corporation Counsel review the mileage reimbursement rate of 80% of the IRS rate.
4. Communication from Supervisor Erickson: Have the Clerk of Courts (John Vander Leest) meet with Human Resources to determine why the department employees have been demoted. And that reconsideration be given to the employee classifications of the personnel of this very important department. This meeting should also have a cross section of the department employees. To add a line item to the Administration Committee Agenda for a monthly update on this issue until the matter is resolved.
5. Communication from Supervisor Borchardt re: To look at adopting statutory authority to allow taxpayers the option to pay property taxes in installments. Receive and place on file.
6. Communication from Supervisor Sieber re: Request that Human Resources within Department of Administration review the classification and compensation study of the Clerk of Courts Department and to be completed within 90 days. *This action was taken together with Item 4; see action above.*
7. Child Support - Budget Status Financial Report for January 2019 – Unaudited. To hold for 30 days.
8. Child Support - Director Summary for January & February 2019. Receive and place on file.
9. County Clerk - 2018 to 2019 Carryover Funds. To approve.
10. Technology Services - Budget Status Financial Report for December 2018 – Unaudited. To hold for 30 days.
11. Technology Services - 2018 to 2019 Carryover Funds. To approve.
12. Technology Services - Approval of the lowest qualified bid for Project 2281 – Ashwaubenon Expansion – Phase 2 Project. To approve the bid of Elexco in the amount of \$231,123.
13. Technology Services - Approval of the lowest qualified bid for Project 2284 – Webster Avenue Fiber Relocation Project. To approve the bid of Elexco in the amount of \$202,238.
14. Technology Services - Broadband Discussion/Report. *No action taken.*
15. Technology Services - BCCAN Report. *No action taken.*
16. Technology Services - Monthly Report. *No action taken.*
17. Administration - Budget Adjustment Log. Receive and place on file.
18. Administration - 2018 to 2019 Carryover Funds. To approve.
19. Administration - Director's Report. Receive and place on file.
20. Administration - Tax Collection Agreements Between Brown County and Municipalities. *No action taken.*
21. Human Resources - Director's Report. Receive and place on file.
22. Audit of bills. To acknowledge receipt of the bills.



**b) REPORT OF EDUCATION AND RECREATION COMMITTEE OF FEBRUARY 28, 2019:**

1. Consent Agenda - Neville Public Museum Governing Board Minutes of February 11, 2019.
2. Consent Agenda - Library Report for January, 2019.
3. Consent Agenda - Audit of Bills. To approve consent items.
4. Expo Hall Update. *No action taken.*
5. Museum - Director's Report. *No action taken.*
6. Library - Director's Report. *No action taken.*
7. NEW Zoo - Director's Report. *No action taken.*
8. NEW Zoo - Discussion regarding the feasibility of allowing cross country skiing at the Brown County Golf Course. To hold for 30 days.
9. Park Management - Director's Report. *No action taken.*
10. Golf Course - Superintendent's Report. *No report; no action taken.*
11. Communication from Supervisor Evans Re: Create a County Pedestrian Trail from Pamperin Park to the Seymour Trail in Outagamie County. Utilizing the existing abandoned railroad which parallels CTH J. In order to avoid a dispute between Hobart and the Oneida Nation, I request Brown County take ownership through our Parks Department and establish a trail. Invite representatives from Hobart, The Oneida Nation, and Brown County. Receive and place on file.
12. Communication from Supervisor Erickson re: Have the Parks Department look into purchasing the old Eagle's Nest to add a much needed safe harbor and boat launch. Authorizing the Parks Department to apply for a grant for the Eagles Nest property.
13. Communication from Supervisor Tran: For corporation counsel to draft a resolution to the Governor in support of continuing the Knowles-Nelson Stewardship Program/Grant. The KNS program's mission is to preserve valuable natural areas and wildlife habitat, protect water quality and fisheries and expand opportunities for outdoor recreation to promote economic development and enhance the quality of life for all residents of Brown County. Program is set to expire in 2020. To draft a resolution in support of continuing the Knowles-Nelson Stewardship Program/Grant.
14. Resolution re: Supporting Brown County Off-Road Recreational Trails, Including the Rail Corridor Between the Village of Howard and the Town of Oneida.
  - i. To modify the resolution.
  - ii. To approve as amended. See Resolutions, Ordinances.
15. Parks – 2018 to 2019 Carryover Funds. To approve.
16. NEW Zoo – 2018 to 2019 Carryover Funds. To approve.
17. Resch Centre/Arena/Shopko Hall – 2018 to 2019 Carryover Funds. To approve.

**c) REPORT OF EXECUTIVE COMMITTEE OF MARCH 11, 2019:**

1. Review Minutes of:
  - a. Benefits Advisory Committee (September 24, 2018). Receive and place on file.
2. Review and Possible Action on Legal Bills to be paid. To approve.
3. Communication from Supervisor Tran re: For Corporation Counsel to draft a lobbyist registration ordinance that would require any individual or for-profit business that hires someone to influence County Board actions to register with the County Clerk, that registration be made part of the public debate so residents know who is being lobbied, a statement of who is paying the lobbyist to lobby, and how much the lobbyist is being paid, who they lobbied and provide penalty for noncompliance. To refer to Corporation Counsel and report back in 60 days.
4. Communication from Supervisor Landwehr re: I request a procedure be considered on how meeting date changes be communicated to all board members. Receive and place on file.
5. Discussion and possible action regarding a determination of the appropriate oversight committee for the Department of Administration and for Human Resources. To have Administration and Human Resources Report to Administration Committee and refer to Corporation Counsel to draft an appropriate Ordinance.
6. Internal Auditor - Status Update: February 1 – February 28, 2019. Receive and place on file.
7. Internal Auditor - 2018 – 2019 Carryover Funds.
  - i. To suspend the rules and take Items 7, 9 & 10 together.
  - ii. To approve Items 7, 9 & 10.

8. Corporation Counsel - Oral Report. Receive and place on file.
9. Corporation Counsel - 2018 – 2019 Carryover Funds. *See action at Item 7 above.*
10. County Executive - 2018 – 2019 Carryover Funds. *See action at Item 7 above.*
11. Resolution Approving Budget Carryover Requests From 2018 Budget to 2019 Budget. To approve. See Resolutions, Ordinances.
12. Resolution Regarding Table of Organization Change Register of Deeds – Real Estate Specialist. To approve. See Resolutions, Ordinances.
13. Resolution Regarding Table of Organization Change for the Public Works – Facilities Department – Reclassification and Deletion of Positions. To approve. See Resolutions, Ordinances.
14. Resolution Supporting the Village of Denmark Business Development Corridor.
  - i. To amend the last “Be It Further Resolved” of the Resolution by striking the wording “...be borne by the Village of Denmark” and adding the wording, “...not be borne by the County of Brown” in its place.
  - ii. To approve as amended. See Resolutions, Ordinances.
15. Resolution Regarding the Sale of Four Parcels of Land – Brown County Golf Course.
  - i. To amend the 5<sup>th</sup> paragraph of the resolution by striking the word “not” in the second line and the word “until” in the third line and to bring back to the next Executive Committee meeting.
  - ii. To approve as amended. See Resolutions, Ordinances.
16. Ordinance to Amend Section 4.71 of Chapter 4 of the Brown County Code of Ordinances (Organ or Bone Marrow Donation or Receipt). To approve. See Resolutions, Ordinances.
17. Administration - Director of Administration Report. Receive and place on file.
18. Human Resources - Human Resources Report. *No report; no action taken.*

**d) REPORT OF JOINT EXECUTIVE COMMITTEE AND EDUCATION AND RECREATION COMMITTEE OF MARCH 11, 2019:**

1. Discussion and possible action regarding proposed Expo Center design.
  - i. Executive Committee: To approve the Expo Center design as presented previous to this meeting.
  - ii. Education and Recreation Committee: To approve the Expo Center design as presented previous to this meeting.

**e) REPORT OF HUMAN SERVICES COMMITTEE OF FEBRUARY 27, 2019:**

1. Review Minutes of:
  - a. Aging & Disability Resource Center (December 13, 2018).
  - b. Children With Disabilities Education Board (January 15, 2019).
  - c. Criminal Justice Coordinating Board (January 15, 2019).
  - d. Human Services Board (January 10, 2019).
  - e. Veterans’ Recognition Subcommittee (January 15, 2019).
    - i. To suspend the rules to take Items 1a-e together.
    - ii. To approve Items 1a-e.
2. Treatment Court Update from Judge Zuidmulder. *No action taken.*
3. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of \$2,500 would be needed. Doing this in house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry. To hold for 30 days to receive additional information from the Health Department.
4. Wind Turbine Update - Receive new information – Standing Item. *No new information was presented.*
5. Veterans Services - 2018 to 2019 Carryover Funds. To approve.
6. Health & Human Services - 2018 to 2019 Carryover Funds. To approve.
7. Health & Human Services - Executive Director’s Report. Receive and place on file.

8. Health & Human Services - Financial Report for Community Treatment Center and Community Services. Receive and place on file.
9. Health & Human Services - Statistical Reports.
  - a. Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. CTC Double Shifts.
  - b. Child Protection – Child Abuse/Neglect Report.
  - c. Monthly Contract Update.
    - i. To suspend the rules to take Items 9 a, ai, aii, aiii, b & c together.
    - ii. Receive and place on file Items 9 a, ai, aii, aiii, b & c.
10. Health & Human Services - Request for New Non-Continuous and Contract Providers and New Provider Contracts. To approve.
11. Audit of bills. To acknowledge receipt of the bills.

**f) REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF FEBRUARY 25, 2019:**

1. Consent Agenda - Harbor Commission Minutes of January 14, 2019.
2. Consent Agenda - Planning Commission Board of Directors Minutes of December 5, 2018.
3. Consent Agenda - Extension Brown County Budget Status Financial Report for November, 2018.
  - i. To suspend the rules and take Items 1 – 3 together.
  - ii. Receive and place on file Items 1 – 3.
4. Communication from Supervisor Deslauriers: I would like the County to consider participating in the Village of Denmark Business Development Corridor utilizing the County Public Works Department for certain related construction activities, and request referral to the PD&T Committee Meeting on Monday, 02-25-19 as the following agenda item: “Discussion and possible action regarding a Resolution Supporting the Village of Denmark Business Development Corridor. To approve. See Resolutions, Ordinances.
5. Register of Deeds - Resolution re: Table of Organization Change Register of Deeds – Real Estate Specialist. To approve. See Resolutions, Ordinances.
6. Extension Brown County - Budget Adjustment Request (19-019): Any increase in expenses with an offsetting increase in revenue. To approve.
7. Extension Brown County - Budget Adjustment Request (19-022): Any increase in expenses with an offsetting increase in revenue. To approve.
8. Extension Brown County - Director’s Report. Receive and place on file.
9. Planning Commission - 2018 to 2019 Carryover Funds.
  - i. To suspend the rules to take Items 9, 11 12, and 24 together.
  - ii. To approve items 9, 11, 12 & 24.
10. Planning Commission - Budget Adjustment Request (19-017): Any increase in expenses with an offsetting increase in revenue. To approve.
11. Zoning - 2018 to 2019 Carryover Funds. *See action at Item 9 above.*
12. Land Information - 2018 to 2019 Carryover Funds. *See action at Item 9 above.*
13. Airport - Request for Approval of Airport Lease Services Contract Extension for two years. To approve noting the addition of the 120 day termination clause.
14. Airport - Recommendation and Approval of Bid of Johnson Controls, Inc. in the amount of \$69,730 for Chiller Compressor Replacement, Brown County Project 2300. To approve the bid of Johnson Controls, Inc. in the amount of \$69,730 for Chiller Compressor Rebuild, Brown County Project 2300.
15. Airport - 12-Hour Shift Report. Receive and place on file.
16. Airport - Departmental Openings Summary. *No action taken.*
17. Airport - Director’s Report.
  - a. Winter Operations Update. Receive and place on file.
  - b. Introduce Susan Levitte, Marketing & Communications Manager. *No action taken.*
18. Port & Resource Recovery - Resolution re: Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation’s Harbor Assistance Program. To approve. See Resolutions, Ordinances.

19. Port & Resource Recovery - Resolution re: Expanding Brown County Foreign Trade Zone (FTZ) #167 with Subzone FTZ #167-E. To approve. See Resolutions, Ordinances.
20. Port & Resource Recovery - 2019 Port Annual Report. To approve.
21. Port & Resource Recovery - 2019 Resource Recovery Annual Report. To approve.
22. Port & Resource Recovery - G-18 South Landfill Monitoring Committee Communication Policy. Receive and place on file.
23. Port & Resource Recovery - Director's Report. Receive and place on file.
24. Public Works - 2018 to 2019 Carryover Funds. See action at Item 9 above.
25. Public Works - Budget Adjustment Request (18-140): Any allocation from a department's fund balance. To approve the fiscal impact to the 240 fund as amended to \$683,103.
26. Public Works - Budget Adjustment Request (18-141): Any allocation from a department's fund balance. To approve.
27. Public Works - Resolution Re: Table of Organization Change for the Public Works – Facilities Department – Reclassification and Deletion of Positions. To approve. See Resolutions, Ordinances.
28. Public Works - Summary of Operations. Receive and place on file.
29. Public Works - Director's Report. Receive and place on file.
30. Acknowledging the bills. To acknowledge the bills.

**fi) REPORT OF LAND CONSERVATION SUBCOMMITTEE COMMITTEE OF FEBRUARY 25, 2019:**

1. Land Conservation - Open Positions Report. Receive and place on file.
2. Land Conservation - Director's Report.
  - a. Wildlife Damage Program Update. Receive and place on file.
  - b. Manure Runoff Event Oversight. Receive and place on file.

**g) REPORT OF PUBLIC SAFETY COMMITTEE OF MARCH 6, 2019:**

1. Review Minutes of: *None.*
2. Public Safety Communications - 2018 to 2019 Carryover Funds. To approve.
3. Public Safety Communications - Director's Report. Receive and place on file.
4. Emergency Management - Director's Report. Receive and place on file.
5. District Attorney - 2018 to 2019 Carryover Funds. To approve.
6. District Attorney Report. Receive and place on file.
7. Circuit Courts - Report re: The costs for court appointed attorneys. To hold for one month.
8. Circuit Courts - 2018 to 2019 Carryover Funds. To approve.
9. Circuit Courts - Director's Report. *No report; no action taken.*
10. Clerk of Courts - Clerk of Courts Report. *No report; no action taken.*
11. Medical Examiner - Budget Status Financial Report for January 2019 – Unaudited. Receive and place on file.
12. Medical Examiner – Medical Examiner's Report. Receive and place on file.
13. Sheriff- Update re: Jail Addition – *Standing Item.* No action taken.
14. Sheriff - 2018 to 2019 Carryover Funds. To amend the 2018 to 2019 Carryover Funds to include \$4000 for the Medical Examiner for completion of work on the ME vehicle and approve as amended.
15. Sheriff - Budget Adjustment Request (19-021): Any increase in expenses with an offsetting increase in revenue. To approve.
16. Sheriff's Report. Receive and place on file.
17. Communication from Supervisor Buckley re: Have the District Attorney's Office be prepared to have a discussion on potential offenses that can/could be sent to Municipal Court for action. To refer to Corporation Counsel to draft an ordinance regarding battery and bring back.
18. Communication from Supervisor Deslauriers re: Whereas the Brown County Board of Supervisors has the legal authority to restore 'Protective Occupation Participant' status to Brown County Corrections Officers and,  
Based on the criteria established in Wisconsin Statute 40.02(48)(a), the "principal duties" of Brown County Corrections Officers "involve active law enforcement," requires "frequent exposure to a high degree of danger or peril," and also requires "a high degree of physical condition," and

Based on chronic Correction Officer understaffing (that will potentially be made worse with the expansion of the Brown County jail), that it is important to the health, safety, and welfare of Corrections Officers, our inmates, and the general public to provide a stronger incentive package to attract and maintain Corrections Officers, and

Based on the costs of restoring protective status when compared to the costs to recruit and train new Corrections Officers, Brown County sees the financial value of restoring protective status.

That the Brown County Board of Supervisors supports restoring and funding 'Protective Status with Social Security' for Brown County Corrections Officers. To refer to April meeting and include a closed session on the agenda.

19. Communication from Supervisor Erickson re: Have the Clerk of Courts (John Vander Leest) meet with Human Resources to determine why the department employees have been demoted. And that reconsideration be given to the employee classifications of the personnel of this very important department. This meeting should also have a cross section of the department employees. Receive and place on file.
20. Communication from Supervisor Hoyer re: Discussion and possible action concerning how the Sheriff's Department and the District Attorney's offices can engage in formal partnership with religious organizations in investigating allegations of sexual abuse. This would include specific training for these types of investigations. Receive and place on file.
21. Communication from Supervisor Buckley re: Discussion and possible action regarding adding two members of the Board of Supervisors to the Supervised Release Committee. To refer to Corporation Counsel to establish a policy of notification to relevant County Board Supervisor and also look into adding Supervisors to the Supervisory Release Committee.
22. Presentation by Venture Architects regarding Jail Expansion and Medical Examiner Schematic Design. *This item was not taken up.*
23. A. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1) regarding convening into closed session for the following purpose: *Pursuant to Wis. Stat. § 19.85(1.)(e), the Committee shall convene into closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or the conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, discussing confidential and security sensitive information, and viewing confidential and security sensitive documents, regarding the investing of public funds for the construction of the Jail expansion and of the Medical Examiner's Office.*  
B. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Committee shall convene into closed session for the following purpose: *Pursuant to Wis. Stat. § 19.85(1.)(e), the Committee shall convene into closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, discussing confidential and security sensitive information, and viewing confidential and security sensitive documents, regarding the investing of public funds for the construction of the Jail expansion and of the Medical Examiner's Office.*  
C. Reconvene in Open Session: The Committee shall reconvene into open session for possible voting and/or other action with respect to the closed session item mentioned above. *This item was not taken up.*
24. Audit of bills. To acknowledge receipt of the bills.

## 11. Resolutions & Ordinances.

### Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

**Education and Recreation Committee**

- b. Resolution Supporting Brown County Off-Road Recreational Trails, Including the Rail Corridor Between the Village of Howard and the Town of Oneida. Motions at Ed & Rec: To modify resolution; To approve as modified.

**Executive Committee**

- c. Resolution Approving Budget Carryover Requests from 2018 to 2019 Budget. Motion at Exec: To approve.
- d. Resolution Regarding the Sale of Four Parcels of Land – Brown County Golf Course. Motion at Exec: To amend the 5<sup>th</sup> paragraph of the resolution by striking the word “not” in the second line and the word “until” in the third line and to bring back to the next Executive Committee; meeting; To approve as modified.
- e. Ordinance to Amend Section 4.71 of Chapter 4 of the Brown County Code of Ordinances (Organ or Bone Marrow Donation or Receipt): Motion at Exec: To approve.

**Planning, Development & Transportation Committee**

- f. Resolution Approving Three Year Statement of Intentions for Wisconsin Department of Transportation’s Harbor Assistance Program. Motion at PD&T: To approve.
- g. Resolution Expanding Brown County Foreign Trade Zone (FTZ) #167 with Subzone FTZ #167-E. Motion at PD&T: To approve.

**Planning, Development & Transportation and Executive Committee**

- h. Resolution Regarding Table of Organization Change Register of Deeds – Real Estate Specialist. Motion at PD&T: To approve; Motion at Exec: To approve.
- i. Resolution Regarding Table of Organization Change for the Public Works – Facilities Department – Reclassification and Deletion of Positions. Motion at PD&T: To approve; Motion at Exec: To approve.
- j. Resolution Supporting the Village of Denmark Business Development Corridor. Motion at PD&T: To approve Motion at Exec: To approve.

12. **Closed Session:** None.

13. Such other matters as authorized by law.

14. Bills over \$5,000 for period ending February 28, 2019.

15. Closing Roll Call.

16. Adjournment to Wednesday, April 17, 2019 at 7:00 P.M., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

Submitted by:



Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into **Closed Session:** Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



**BROWN COUNTY LIBRARY BOARD  
CENTRAL LIBRARY**

515 Pine Street, downtown Green Bay

**Thursday, March 21, 2019**

**5:15 p.m.**

**AGENDA**

1. Call to Order
2. Approve/Modify Agenda and Minutes
3. Communications and Open Forum for the Public
  - A. Presentation by Collection Development Manager
4. Library Business
  - A. Approve Financial, and Gifts, Grants and Donation Reports
  - B. Facilities Report
  - C. Personnel Update
  - D. Communications/Programming Update
5. Approve Budget Adjustment Notice - Reallocate funds from 2019 Fund Balance to Outlay-Equipment for the purchase of equipment that is failing, incompatible with a Windows 10 upgrade, or provides efficiency and safety in the library's grounds maintenance.
6. Behavior Guidelines Update
7. Approve Revised Job Descriptions
  - A. Local History Librarian
  - B. Research Librarian
  - C. Teen Services Librarian
8. Approve "Food for Fines" April 29 – May 5, 2019
9. Approve Out of State Travel – Chicago Comic & Entertainment Expo on 3/22/19
10. Open Session: Discussion and possible motion to convene in closed session
11. Closed Session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches.

12. **Reconvene in Open Session:** Approve any action recommended in Closed Session
13. **President's Report**
14. **Library Director's Report**
15. **Other Business**
16. **Such Other Matters as are Authorized by Law**
17. **Adjournment**


*Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made. Notice is hereby given that action by the Library Board may be taken on any of the items, which are described or listed in this agenda.*

**John Van Dyck**  
Library Board President





# March 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Public Sfty. Cmte. 4pm Admin. Cmte. 5:30pm	7	8	9
10	11 Expo Center Open House @ Library 5:00 pm Joint Exec Cmte. & Ed and Rec Cmte. @ Library 6:30 pm Executive Cmte. Immediately Following Joint Meeting @ Library	12	13	14	15	16
17 	18 Citizens Redistricting Advisory Committee 5:00 pm	19 Vets 4:30 pm	20 County Board 7 pm	21	22	23
24	Land Con 6:00 pm PD&T 6:15 pm	26	27 Human Svc. Cmte. 6:00 pm	28 Ed & Rec Cmte. 5:30pm	29	30
31						

## BROWN COUNTY COMMITTEE MINUTES

- Library Board (January 17, 2019)
- Neville Public Museum Governing Board (March 11, 2019)
- Transportation Coordinating Committee (December 4, 2017, March 12, June 11, September 10 & December 3, 2018)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

OR

Contact the Brown County Board Office or the County Clerk's Department

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on January 17, 2019 at 5:15 p.m. at the Brown County East Branch Library, 2255 Main Street, Green Bay, WI

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, MARISSA MELI (5:55pm), KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

**EXCUSED:**

**ALSO PRESENT:** Sarah Sugden, Curt Beyler, Linda Chosa, Sue Lagerman, Emily Rogers, Bobbie Kuehn, and Karin Adams (staff); Greg Gerbers (Brown County Risk Manager).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:20 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES Motion** by Vander Leest, seconded by Jacobson, to approve the agenda and minutes. **Motion carried.**

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** Bobbie Kuehn, East and Denmark Branch Supervisor gave a presentation and noted the following. Four weekly storytimes are offered - Book Babies (ages 0-2) has an average attendance of 36 and the toddler and pre-school storytimes have an average attendance of 20-30. The monthly Book Club is attended by about 15 and the monthly matinee movies, featuring many new releases, also has an average attendance of 15. A large-scale event to celebrate Dia de los Muertos has grown over the three years it has taken place – from 45 to 80 to 200 in attendance. Taking place during library closed hours, the event offered craft activities, traditional pan de muerto; face painters; sugar skulls; and more. Due to its popularity, this program will be repeated. The wills, estates and trusts programs facilitated by attorney Dan Walsh have also grown in popularity. It is not uncommon for every chair and seating to be used. The branch could offer more if there was more space. Kuehn was asked who uses the library. Based on statistics and collections, and especially large print; seniors are a large segment of users. Anecdotally, diverse populations (mostly Hispanic) use the computers. Kuehn attributes that to the friendliness of the staff as well as the advantage of having a bi-lingual staff member. Rodriguez asked if services have changed due to multiculturalism. The branch has a Spanish language collection as does the Central Library and Southwest Branch. Running commented that the service population is about 50,000 and there is a growing demand for meeting space. Many East users cannot afford a computer or do not have a printer so they make use of the library's offerings as well as faxing services. Van Dyck asked where Kuehn would locate a new branch and to share pros and cons of moving further east or north. Customers have vocalized they want the branch to stay where it is as it is an easy stop when out running errands. Rodriguez commented that some Latinos feel targeted by Brown County law enforcement and would not feel safe going to Bellevue. Kuehn mentioned that checkouts are 60% adult materials and 30% are children's materials. She feels that perhaps checking out children's materials or reading to children is not a habit among the users and maybe many working class families do not have time. Surveying customers could prove valuable. Staff does outreach to the schools and is piloting a book club for grades 2-4 (reluctant readers).

Running commented that his grandchildren attended summer programs but it was too crowded and they did not want to come back. The Noon Year's Eve program storytime had 110 people who overfilled the children's area. Space is a major concern. At present, there are not quiet spaces in the library and there is a need for study rooms, meeting rooms and comfortable spaces that would make the library a destination.

### **LIBRARY BUSINESS**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reported that the financial books are not closed so there is not a financial report to share other than the donations report.

**Motion** by Vander Leest, seconded by Pletcher, to receive and place on file the financial report and Gifts, Grants and Donation report as follows:

Brown County Library  
Gifts, Grants & Donations Report  
December 2018

#### **Gifts & Donations**

12/05/18	BCL Foundation	5,000.00	Director Relationship Development
12/05/18	J. T. Daul	150.00	Memorial L. LaFave
12/12/18	Huterra Foundation, Inc	112.82	Rebate Program
12/12/18	L. Kananen	500.00	Value Line

12/19/18	Wochinske Family Foundation	5,000.00	Teen Classes & Events
12/19/18	Constellation, an Exelon Company	1,000.00	Summer Reading
12/19/18	Community Foundation Grant	300.00	Program
12/19/18	S. Fuller	500.00	Memorial JB Robitchek
12/28/18	J. Skenandore	10.00	General
12/28/18	V. Franchino	500.00	General
12/28/18	L. Sanderfoot	100.00	General
12/28/18	D. Keyzer	25.00	General
12/28/18	A. Petrusha	25.00	Central Collections
12/28/18	C. DePouw	25.00	CL Collections
12/28/18	Robinson Family Foundation	2,000.00	General
12/1/2018'	Ashwaubenon	150.61	Donation Box
12/1/2018'	Bookmobile	2.00	Donation Box
12/1/2018'	East	57.47	Donation Box
12/1/2018'	Weyers/Hilliard	121.52	Donation Box
12/1/2018'	Customer Service		Donation Box
12/1/2018'	Kress	48.25	Donation Box
12/1/2018'	Pulaski	10.25	Donation Box
12/1/2018'	Southwest	19.13	Donation Box
12/1/2018'	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 15,657.05</b>	

#### **Federal & State Grants**

12/19/2018	Nicolet Federated Library System	\$ 7,500.00
12/27/2018	Nicolet Federated Library System	\$ 6,562.50
12/31/2018	LSTA Connect & Create: Students as Community Members	\$ 9,803.23
	<b>Total Grants</b>	<b>\$ 23,865.73</b>

#### **Motion carried.**

#### **FACILITIES REPORT**

Beyler reported that the water main valve was replaced at the Central Library this morning; the carpet for the Kress lower level meeting rooms will be delivered on January 18 and installed January 29 - February 1; the Bookmobile exhaust evacuation system is 50% complete; and regarding the Ashwaubenon lighting retrofit, \$4,422 in materials are in; \$1,347 Focus on Energy received; and should expect \$1,684 annually in energy savings and 1.8 year simple payback. The ShopKo Hall materials/equipment leftovers will be posted on county intranet in a month or so. The county is not doing walkthroughs on that property.

The public bids for an air-cooled chiller at Weyers-Hilliard and Direct Digital Controller replacement projects were received and Beyler reviewed them with the board.

**Approve Bid for Weyers-Hilliard Air-Cooled Chiller Motion** by Running, seconded by Meli, to award the project to August Winter in the amount of \$59,244.00 to replace the air-cooled liquid chiller at the Weyers-Hilliard Branch Library. **Motion carried.**

**Approve Bid for Direct Digital Controller Replacement Motion** by Vander Leest, seconded by Jacobson, to approve the low bid of \$44,922.00 from August Winter & Sons for the Open Protocol Direct Digital Control System for the library. One nay. **Motion carried.**

#### **PERSONNEL UPDATE**

Rogers reported that open positions include the Customer Service manager, two Associates, one clerk and one maintenance worker. An offer extended for a part-time Associate at the Ashwaubenon Branch is pending. In relation to training, the public service management team has created a checklist for clerks. It will launch soon and will be a tool to support being successful in that role. This afternoon a webinar was made available to staff on safe and secure libraries. A recording will be share with those who were unable to attend. Training on how to work compassionately with difficult homeless individuals by Ryan Dowd, author of, *The Librarian's Guide to Homelessness*, is being planned for the future. A Board profile survey was distributed and Rogers asked the board to complete and return with a photo. This information will be posted on the staff intranet in a, "Get to Know Your Library Board," section. An email version will also be sent. **Motion** by Vander Leest, seconded by Running, to receive and place the personnel update on file. **Motion carried.**

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman noted that the January/February library events calendar and the Friends' winter newsletter was included in the board packets.

The third annual Stacks and Steeples, an original music series, sponsored by the Friends of the Brown County library kicks off on February 10 and runs on consecutive Sundays through March 10. Each date features two live bands performing in the Central Library's auditorium. New this year is the Art-Hop Collective on February 10. This group consists of an MC, an artist and one DJ. Together they present hip-hop storytelling depicted on a mural that is painted live.

A new book club launched Tuesday on the library's Facebook page. "On the Same Page," is a fun no-pressure group that people can join to enjoy monthly discussions and connect with other book lovers in Brown County. It is already seeing a very positive response with 46 members.

In partnership with the Weidner Center, the library is offering a, "Color for a chance to win," promotion for children to win a pair of tickets to the performance of *Rainbow Fish* in February.

The library is working with the Coalition of Voting Organizations of Brown County to schedule voter registration events at most libraries.

Libraries will offer paper copies of the most common tax forms and resources for other forms as a service to the community. Additionally, tax preparers from VITA (Volunteer Income Tax Assistance) and AARP will offer tax help through scheduled appointments.

Lastly, Lagerman also mentioned that in an effort to streamline and make ordering supplies for programs more efficient, a new form is being introduced and will be used county wide, in all locations.

**Motion** by Vander Leest, seconded by Running, to receive and place the communications/programming update on file. **Motion carried.**

#### **ANNUAL ELECTION OF OFFICERS**

**President** Sugden called for nominations for President. Vander Leest nominated Van Dyck, seconded by Pletcher. Van Dyck accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Vander Leest, seconded by Running, to close the floor and cast a unanimous ballot. **Motion carried unanimously.**

**Vice President** Van Dyck called for nominations for Vice President. Jacobson nominated Vander Leest, seconded by Pletcher. Vander Leest accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Running, seconded by Meli, to close the floor and cast unanimous ballot. **Motion carried unanimously.**

**Personnel** Van Dyck called for nominations for Personnel Officer. Running nominated Pletcher, seconded by Jacobson. Pletcher accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Vander Leest, seconded by Meli, to close the floor and cast unanimous ballot. **Motion carried unanimously.**

**Facilities** Van Dyck called for nominations for Facilities Officer. Vander Leest nominated Running, seconded by Rodriguez. Running accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Vander Leest, seconded by Pletcher, to close the floor and cast unanimous ballot. **Motion carried unanimously.**

#### **APPROVE UPDATED ELECTRONIC DEVICE USE POLICY**

**Motion** by Vander Leest, seconded by Pletcher, to approve the updated electronic device policy. **Motion carried.**

#### **APPROVE OUT OF STATE TRAVEL FORMS – COSUGI (Customers of Sirsi/Dynix User Group, Inc.) Conference, Minneapolis, MN**

**Motion** by Vander Leest, seconded by Pletcher, to approve two staff to travel out of state for the COSUGI Conference in Minnesota. **Motion carried.**

*Kuehn and Adams left the meeting at 6:50 pm*

**OPEN SESSION Motion and Recorded Vote** pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining

reasons require a closed session - East and/or Ashwaubenon Branches; B) pursuant to Wis. Stats. Sec. 19.85(1)(g), to confer with legal counsel regarding oral and/or written advice concerning strategy to be adopted by the Library Board with respect to litigation in which it is or is likely to become involved in; and C) pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Executive Director’s 60-day performance evaluation. Administrative staff was invited to stay. Motion by Jacobson, seconded by Meli, to move into closed session at 6:55 p.m. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Jacobson, Pletcher, Aubinger, Terrien, Running, and Van Dyck. Nay: None. Motion carried.

CLOSED SESSION pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) pursuant to Wis. Stat. § 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East and/or Ashwaubenon Branches; B) pursuant to Wis. Stats. Sec. 19.85(1)(g), to confer with legal counsel regarding oral and/or written advice concerning strategy to be adopted by the Library Board with respect to litigation in which it is or is likely to become involved in; and C) pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Executive Director’s 60-day performance evaluation.

RECONVENE IN OPEN SESSION Approve any action that may have been recommended in Closed Session. Motion by Running, seconded by Terrien, to return to open session at 8:30 pm. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Jacobson, Pletcher, Aubinger, Terrien, Running, and Van Dyck. Nay: None. Motion carried.

Motion by Vander Leest, seconded by Running, to approve the employment issue settlement terms as discussed in closed session. Motion carried unanimously.

PRESIDENT’S REPORT None.

LIBRARY DIRECTOR’S REPORT There were no questions related to Sugden’s written report that was included in the meeting packet.

OTHER BUSINESS

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURNMENT Motion by Pletcher, seconded by Meli, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 8:35 pm.

NEXT REGULAR MEETING:

February 21, 2019

5:15 p.m.

Ashwaubenon Branch Library

Respectfully submitted,

Sue Lagerman  
Recording Secretary

NEVILLE PUBLIC MUSEUM  
OF BROWN COUNTY



BRIDGING COMMUNITIES. CONNECTING GENERATIONS.  
NEVILLEPUBLICMUSEUM.ORG

**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, March 11, 2019 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

---

PRESENT: Kevin Kuehn, Bernie Erickson, Paul Ballard, Sandy Juno, and Kramer Rock  
ALSO PRESENT: Kasha Huntowski, Kevin Cullen, and Beth Lemke  
EXCUSED: Erik Hoyer, Alex Renard

---

**CALL MEETING TO ORDER**

1. Chair Kuehn, called the meeting to order at 4:31PM.

2. **APPROVE/MODIFY AGENDA**

Motion made by Bernie Erickson and seconded by Paul Ballard to approve the agenda.  
Vote taken. MOTION APPROVED UNANIMOUSLY.

3. **Museum Director Report.** Museum Director Lemke reported that the County anticipates December to close in early March 2019. She shared in her reforecast that there would likely be a deficit of \$16,000.00 for FY18.

Museum Director Lemke provided the board updates on the weekly Bluewater meetings. She shared an updated plan view of the gallery and informed the Board about another community partnership with Hands On Deck. All project work is on schedule. Discussion ensued, No action taken.

4. **Such other matters as authorized by law:**

- a. Museum Director Lemke shared with the Board the department's summer 2019-outreach plan.
- b. She informed them about local business Recoveron providing sawdust mitigation in the exhibit shop.
- c. Museum Director Lemke reminded the Board about the NWTC Artisan Center *Apposite Media: A Remix of the System* exhibit public opening on Tuesday, March 19, 2019 and the *Green Bay Art Colony Annual Exhibition* member reception on Thursday, March 21, 2019.
- d. Due to the Brown County Arena public meeting and joint committee meeting held on Monday, March 11, 2019 she reminded the Board that as an American Alliance of Museums Accredited Institution that would violate accreditation if artifacts were loaned to a non-accredited organization. She stated that the Neville Team was currently sharing historical images while requesting proper photo credit to media outlets. She asked the Board to refer questions to her directly for artifact requests and or display ideas/concerns for the new arena building.
- e. Chair Kuehn informed the Board that due to a scheduling conflict with Museum Director Lemke the April 8, 2019 meeting would not be taking place. He told the Board that Museum Director Lemke would be providing a written report in advance of the cancelled meeting and that the next scheduled meeting of the Neville Public Museum Governing Board will be **May13, 2019 at 4:30pm**. Discussion ensued, No action taken.
  - i. **2019 meetings dates are as follows:** June 10, 2019, July 8, 2019, August 12, 2019, September 9, 2019, October 14, 2019, November 11, 2019, December 9, 2019

5. **Adjournment.** Chair Kuehn, called the meeting to an end at 4:59PM. Motion made by Bernie Erickson and seconded by Sandy Juno to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

**Minutes**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, December 4, 2017**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:15 a.m.**

**ROLL CALL**

Ian Agar	<u>x</u>	Denise Misovec (Curative Connections)	<u>x</u>
Mary Brick (Syble Hopp School)	<u>Exc</u>	Sandy Popp (Options for Independent Living)	<u>x</u>
Vinny Caldara (MV Transportation)	<u>Exc</u>	Cole Runge (BC Planning Commission/Green Bay MPO)	<u>x</u>
Corrie Campbell (BC Board of Supervisors)	<u>Exc</u>	Julie Tetzlaff (Cerebral Palsy Inc.)	<u>x</u>
Mary Derginer (ADRC of Brown County Board)	<u>x</u>	Tina Whetung (Curative Connections Trans. Program)	<u>x</u>
Essie Fels (Green Bay Metro)	<u>x</u>	Genny Willemon (BC Human Services)	<u>      </u>
Pat Finder-Stone (Citizen Member)	<u>x</u>	John Withbroe (Green Bay Transit Commission)	<u>      </u>
Christel Giesen (ADRC of Brown County)	<u>x</u>	Vacant (ASPIRO)	<u>      </u>
Matt Halada (Wisconsin DOT NE Region)	<u>x</u>	Vacant (BC Executive Department)	<u>      </u>
Linda Mamrosh (Citizen Member)	<u>x</u>	Vacant (Oneida Nation)	<u>      </u>

Others Present: Lisa Conard, Jennifer Hallam-Nelson, and Meri Tawawili (Forward Service Mobility Manager for seven counties in east central Wisconsin).

**ORDER OF BUSINESS**

C. Runge opened the meeting at 10:15.

1. Introduction of Mary Derginer.

C. Runge welcomed Mary Derginer to the committee

M. Derginer stated that she currently serves on the ADRC Board and has been involved with programs for individuals with disabilities for over 50 years.

C. Runge also introduced Meri Tawawili. Meri is the Mobility Manager for Forward Service Corporation. C. Runge welcomed Meri as a guest and invited her to attend future TCC meetings.

2. Approval of the September 11, 2017, TCC meeting minutes.

A motion was made by T. Whetung, seconded by C. Giesen, to approve the September 11, 2017, TCC meeting minutes. Motion carried.

3. Discussion and action regarding Brown County's Section 85.21 Specialized Transportation Assistance Application for FY 2018.

C. Giesen stated that the ADRC has been administering Brown County's §85.21 program for a number of years. A total of \$545,572 is available to Brown County through the §85.21 program in 2018, and Brown County will provide a required local match of \$109,114.

C. Giesen stated that the ADRC held the required public hearing at the ADRC in the Village of Denmark and at the ADRC in Green Bay. They were well attended.



Several people who attended the public hearings spoke of the need to change the reservation system for Curative Transportation Services to allow those attending support groups (mental health, AA, etc.) the opportunity to reserve trips under the advanced 30-day reservation policy.<sup>1</sup> Currently, qualifying individuals can reserve trips up to 30 days in advance for medical trips or up to 48 hours for non-medical trips.

C. Giesen provided an overview of the draft Brown County Section 85.21 Specialized Transportation Assistance Application for FY 2018.

<b>Project Name</b>	<b>County Health and Human Services Van Driver</b>	<b>Curative Connections Transportation Services</b>	<b>Mobility Management in Brown County</b>	<b>Salvation Army</b>	<b>Totals</b>
<b>85.21 Funds</b>	<b>\$30,533</b>	<b>\$476,535</b>	<b>\$30,254</b>	<b>\$8,250</b>	<b>\$545,572</b>
85.21 Trust	\$0	\$0	\$0	\$0	\$0
County Match	\$6,106	\$95,307	\$6,051	\$1,650	\$109,114
Passenger Revenue	\$0	\$310,000	\$0	\$1,600	\$311,600
Older Americans Act	\$0	\$0	\$0	\$0	\$0
Section 5310	\$0	\$75,776	\$75,776	\$0	\$151,552
Other	\$0	\$10,000	\$36,305	\$13,000	\$59,305
<b>Total Expenses</b>	<b>\$36,639</b>	<b>\$967,618</b>	<b>\$148,386</b>	<b>\$24,500</b>	<b>\$1,177,143</b>

C. Giesen stated that the ADRC Board of Directors is scheduled to consider the plan on December 14<sup>th</sup>.

C. Giesen stated that beginning in 2018, the ADRC of Brown County will no longer be able to administer this program. The state informed the ADRCs that this will no longer be acceptable because the §85.21 Program must be administered by a county department. (The ADRC is not an official Brown County department.)

The Brown County department that would be the most appropriate choice to assume responsibility for administering the county's §85.21 program is the Planning and Land Services (PALS) Department because the transportation division staff currently administers a federal specialized transportation assistance program (Section 5310) that is very similar to the state's §85.21 Program. There are also other reasons why it makes sense for the PALS Department to administer the §85.21 Program.

P. Finder Stone asked why Oneida Elder Services was a recipient in 2017 but chose not to apply in 2018.

C. Giesen stated that the Oneida program managers decided not to apply for §85.21 because it was historically a very small amount of funding that required considerable staff time to prepare the required

<sup>1</sup> Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

reports. The program received an increase in traditional transportation funds for 2018, which also negated the need for §85.21 funds.

L. Mamrosh stated that she supports the advance 30-day reservation opportunity for those attending support groups. L. Mamrosh stated she attends a monthly support group for visually impaired individuals. The advanced reservation option would almost certainly guarantee a ride.

All agreed that offering 30-day advance reservation was a good idea. The ADRC, Curative, and Brown County Planning Commission staff will have to work out the details prior to implementation.

A motion was made by M. Derginer, seconded by P. Finder-Stone to approve Brown County's Section §85.21 Specialized Transportation Assistance Program Grant Application for FY 2018 as presented. Motion carried.

C. Runge stated that he will provide ADRC staff with a letter reflecting the TCC's approval (this letter is attached at the end of the minutes).

4. Discussion regarding the status of the Safety for Brown County campaign.

C. Runge stated that after the last TCC meeting in September, he contacted one community to gauge the level of interest. C. Runge stated that attempting to engage all communities in Brown County at the same time would be difficult and preferred to contact one community. Community representatives indicated that staff was busy with end of 2017 construction season activities and would prefer to discuss a campaign at the end of November or early December.

L. Mamrosh expressed disappointment.

C. Runge suggested that L. Mamrosh contact her city alderperson regarding the clearing of sidewalks and crosswalks in a timely manner.

C. Giesen suggested that ADRC's Information staff could assist Linda or any other person in contacting their alderperson or other elected officials.

S. Popp stated she had reached out to State Representative Andre Jacque. S. Popp stated he was supportive of the effort.

S. Popp also indicated she left messages for several local television weather staff hoping they could participate in calling for the clearing of sidewalks and curb cuts when snow was predicted. S. Popp indicated she did not receive any responses.

M. Derginer stated that we all have heard the "shovel around your fire hydrant" campaigns. Perhaps in the future it could include shovel sidewalks and curb cuts.

Discussion occurred on shoveling bus stops and bus shelters.

E. Fels explained that Metro has one staff person (groundskeeper) available to clear out over 2,000 bus stops and shelters.

5. Round robin discussion about specialized transportation services in Brown County.

J. Tetzlaff stated that MV and Curative Services to and from the CP facility are running smooth.<sup>2</sup>

L. Mamrosh stated that she has been a Green Bay Metro Paratransit client for three years and recently received program renewal documents in the mail. She expressed disappointment in that the form was

---

<sup>2</sup> Discussion is in regard to the paratransit program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.

cumbersome. L. Mamrosh stated that she is blind and will never recover sight. Information provided by her doctor stating such was provided to Metro at the time of her initial application three years ago. In addition, L. Mamrosh stated she signed a waiver allowing Green Bay Metro staff to contact her doctor should they have any questions. L. Mamrosh stated that she received a second letter from Metro indicating she had not completely filled out the medical portion of the application. L. Mamrosh questioned why the second notice was issued when she authorized Metro staff to contact her doctor.

Concerns about the need for certification renewals for those with permanent disabilities were shared by committee members.

E. Fels stated that the Federal Transit Administration (FTA) requires Metro staff to re-certify all paratransit clients every three years.

E. Fels offered to meet with L. Mamrosh after the meeting to complete the necessary paperwork.

Meri Tawawili stated she is the Mobility Manager for a seven county area in east central Wisconsin, including Brown County. The programs that she administers are for seniors, persons with disabilities, and low-income individuals (low-income defined as 150% of poverty). Her programs include:

- a. Employment-related Car/Van Pool Program (employer- and provider-based with assistance to qualifying employees)
- b. Vehicle Repair Loans (with up to 50% forgivable)
- c. Vehicle Loans (this program is in the development phase)

M. Tawawili indicated that funding for the program is from WETAP (Wisconsin Employment Transportation Assistance Program) and Forward Service Corporation (a non-profit).

J. Hallam-Nelson, Mobility Coordinator for Brown County, stated she just issued a newsletter. Approximately 165 individuals and agencies receive the newsletter.

L. Conard suggested the newsletter be sent to local media as well.

6. Other matters.

The tentative meeting schedule for 2018 is as follows:

Monday, March 12, 2018  
Monday, June 11, 2018  
Monday, September 10, 2018  
December 3, 2018

Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.

7. Adjourn.

C. Runge closed the meeting at 11:25.

*Letter Sent to ADRC*

TRANSPORTATION COORDINATING COMMITTEE

*Brown County*

305 E WALNUT STREET, ROOM 320  
P.O. BOX 23800  
GREEN BAY, WISCONSIN 54305-3800

PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.co.brown.wi.us/planning](http://www.co.brown.wi.us/planning)



December 4, 2017

Devon Christianson, Director  
Aging and Disability Resource Center of Brown County  
300 South Adams Street  
Green Bay, WI 54301

Dear Devon:

On December 4, 2017, the Brown County Transportation Coordinating Committee (TCC) approved the Aging and Disability Resource Center of Brown County's application for FY 2018 Section 85.21 funds.

In addition to being consistent with Brown County's current Coordinated Public Transit – Human Services Transportation Plan, this project will help the TCC's member agencies achieve their mission of providing affordable and convenient transportation services to seniors and people with disabilities in Brown County.

Please contact me at (920) 448-6480 with questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Cole Runge".

Cole Runge, Chairperson  
Brown County Transportation Coordinating Committee

cc: Christel Giesen, ADRC Assistant Director  
Lisa Conard, Brown County Senior Transportation Planner



**Minutes**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, March 12, 2018**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**Meeting Time: 10:15 a.m.**

**ROLL CALL**

Mary Brick (Syble Hopp School)	<u>Exc</u>	Denise Misovec (Curative Connections)	<u>          </u>
Corrie Campbell (BC Board of Supervisors)	<u>x*</u>	Jimmy Pettigrew (MV Transportation)	<u>          </u>
Brandon Cooper (Oneida Nation)	<u>          </u>	Sandy Popp (Options for Independent Living)	<u>x</u>
Mary Derginer (ADRC of Brown County Board)	<u>Exc</u>	Cole Runge (BC Planning Commission/Green Bay MPO)	<u>x</u>
Essie Fels (Green Bay Metro)	<u>x</u>	Julie Tetzlaff (Cerebral Palsy Inc.)	<u>Exc</u>
Pat Finder-Stone (Citizen Member)	<u>Exc</u>	Tina Whetung (Curative Connections Trans. Program)	<u>x</u>
Christel Giesen (ADRC of Brown County)	<u>x</u>	Genny Willemon (BC Human Services)	<u>x</u>
Matt Halada (Wisconsin DOT NE Region)	<u>          </u>	John Withbroe (Green Bay Transit Commission)	<u>          </u>
Jessica Klemens (ASPIRO)	<u>x</u>	Vacant (BC Executive Department)	<u>          </u>
Linda Mamrosh (Citizen Member)	<u>x</u>	Vacant (BC Human Services)	<u>          </u>

Others Present: Ian Agar for Genny Willemon, Lisa Conard, and Jennifer Hallam-Nelson.

\*Corrie Campbell arrived at 11:10 a.m.

**ORDER OF BUSINESS**

C. Runge opened the meeting at 10:15 a.m.

1. Introduction of Jessica Klemens and Jimmy Pettigrew.

C. Runge introduced new member Jessica Klemens. Jimmy Pettigrew was not present at the meeting.

2. Approval of the December 4, 2017, TCC meeting minutes.

Due to lack of a quorum, the approval of the minutes will be considered at a later meeting.

3. Presentation of the Analysis of Green Bay Metro Bus Passes Purchased by the State of Wisconsin Department of Health Services (DHS) Non-Emergency Medical Transportation (NEMT) Provider.<sup>1</sup>

L. Conard stated that she attends quarterly meetings of the NE Wisconsin Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding. Several members of the TCC also serve on the committee.

---

<sup>1</sup> MTM is the private transportation broker hired by the Wisconsin Department of Health Services to coordinate Non-Emergency Medical Transportation (NEMT) services for qualifying Medicaid and BadgerCare Plus clients.

L. Conard reviewed the staff report.

MTM purchases 1-day unlimited bus passes from Green Bay Metro for distribution to eligible clients.

MTM is charged by DHS to provide the lowest cost transportation trip available to a client. Fixed route transit service is a relatively low cost service. The cost of a reduced-fare 1-day pass is \$1.50.

L. Conard provided a summary of the table below:

Green Bay Metro  
Passes Sold to MTM for Distribution to Clients

Date MTM Ordered from Metro	1-Day Passes Purchased	1-Day Passes Used as of 1/12/2018	Percent Used	30-Day Passes Purchased	30-Day Passes Used as of 1/12/2018	Percent Used
1/24/2017	400	290	73%			
2/21/2017	400	254	64%			
7/14/2017	400	295	74%	50	22	44%
10/18/2017	150	36	24%			
11/14/2017	150	68	45%			
12/6/2017	260	0	0%	65	0	0%
All of 2017	1,760	943	54%	115	22	19%

As shown in the table in **bold**, it is likely that 30% of 1-day passes purchased in July or before have gone unused. This amounts to \$1,115 in unused passes (including the unused 30-day passes).

L. Conard noted that MTM has one mobility manager on staff, and that employee is located in the Milwaukee area. It appears MTM does not offer travel training in the Green Bay area.

C. Runge noted that MTM has a separate contract with DHS to provide NEMT services to the Milwaukee area, and it is possible that this mobility manager is only providing travel training assistance to Milwaukee-area clients.

L. Conard concluded the presentation noting that there is an opportunity for MTM to partner (contribute financially) to local travel training programs in the Green Bay area and elsewhere throughout the state.

T. Whetung asked how MTM determines if an individual can use transit.

L. Conard stated that when an MTM-eligible client requests a trip, MTM staff will determine if the client is able to board and alight a bus, lives near a bus stop, and has a destination located near a bus stop. If this is the case, MTM will mail a bus pass to the client prior to their

scheduled medical appointment.

C. Giesen asked if the distribution of a bus pass is recorded by MTM as a trip that has been provided to a client.

L. Conard stated that it is assumed that MTM records this as a trip because MTM does not check to see if a bus pass is used.

S. Popp stated that she believes this information is useful and will share it with others.

L. Conard stated that the MPO has already shared this information with Carrie Porter, Transportation & Volunteer Specialist and Older Americans Act Consultant with the Greater WI Agency on Aging Resources, Inc.

C. Runge asked S. Popp if she will ask Carrie Porter to share the information in the staff report with others in the state.

S. Popp stated that she will.

4. Presentation of the combined application for Green Bay Metro paratransit and Curative Connections transportation services.<sup>2</sup>

J. Hallam-Nelson stated that Green Bay Metro and Curative Connections staff went live with the joint application on January 1, 2018. The purpose of the joint application was to streamline the process for those who qualify for Green Bay Metro's reduced bus fare and paratransit service as well as Curative's transportation service.

L. Mamrosh asked if the application can be completed and submitted online.

E. Fels stated that the client information portion can be completed and submitted online. However, the doctor verification must be submitted separately.

5. Distribution of the July 1, 2017 – December 31, 2017 report from the Specialized Transportation Mobility Coordinator.

J. Hallam-Nelson provided an overview of the report.

J. Hallam-Nelson stated that she has made 31 presentations throughout Brown County, produced seven "how to" videos, developed an extensive list of interested parties to receive the newsletter, and hosted 27 in-person training sessions.

---

<sup>2</sup> Discussion is in regard to the paratransit program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company. Discussion under this item is also in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

J. Hallam-Nelson stated she has made a transportation needs survey available online and has also distributed hard copies to various agencies. The survey will close on April 6<sup>th</sup> and J. Hallam-Nelson stated she will report the findings at the next TCC meeting.

6. Discussion regarding the status of the Safety for Brown County campaign.

C. Runge noted that the City of De Pere has on its website a link to a YouTube video regarding snow and ice removal from sidewalks. The city also shows this video on its cable access channel. A link to the video is below:

<https://www.youtube.com/watch?v=dS5VHyIXGdI&feature=youtu.be>

The following is a screen shot from the video:



C. Runge noted that the city relies on complaints to identify and clear sidewalks that haven't been cleared within 48 hours after a weather event. These complaints should be submitted to the city's streets department (by calling (920) 339-4060).

L. Mamrosh noted that she has called the number to inform the city of snow and/or ice that has not been properly or timely cleared. L. Mamrosh noted that she does not know how quickly De Pere responds. Therefore, L. Mamrosh may be reluctant to begin using the sidewalk again because there is no way of knowing if it has been cleared.

C. Runge stated that he also spoke to a De Pere representative about obtaining information about the status of street and sidewalk construction projects throughout the city. He stated that De Pere sends weekly project updates to individuals and agencies that have requested the updates, and he asked the city to put him on the distribution list so he can forward the weekly updates to the TCC members. He also stated that he intends to check with other



communities to see if they provide construction project updates. If they do, he will ask to be added to their distribution lists and will forward the information he receives to the TCC members.

7. Round robin discussion about specialized transportation services in Brown County.

J. Hallam-Nelson noted that the interviews for the Travel Trainer have concluded. An offer was extended and accepted. This person will likely start in a few weeks.

E. Fels asked S. Popp if she would serve on the Disabilities Appeal Committee for paratransit certification. S. Popp agreed to do so.

L. Conard noted that the MPO has been working with WisDOT staff regarding the upcoming Section 5310 program and opportunities to tap into the statewide pool of funds. L. Conard explained that the Green Bay MPO (urbanized area) receives approximately \$168,000 annually from the program. Ten percent goes to Green Bay Metro as they are the direct recipient of the funds and have administrative responsibilities (reports to complete, etc.). Fifty percent of the balance goes to fund the Mobility Management Program of Brown County, and the remaining 50 percent is made available to on a competitive basis.<sup>3</sup> In the past, Red Cross/Curative Connections has been a recipient and has typically been awarded two vehicles each year. Several years ago, the DAV was awarded funds for a van to transport veterans to medical appointments.

L. Conard noted that with the new countywide mobility management program and expanded service provided by Curative, it is now possible to request statewide funds (above and beyond the \$168,000 that the urbanized area is allocated).

C. Giesen noted the ADRC information and assistance staff received 1,620 calls regarding transportation and provided appropriate information or made a referral to all of them.

C. Giesen noted the 2017 85.21 funded trips were up 4,000 from 2016, many in the rural area.

T. Whetung stated that 300 rural trips were provided by Curative in January of 2018.

I. Agar noted the Brown County Human Service Department will occasionally have a client that needs spontaneous transportation to St. Elizabeth Hospital in Appleton. The clients cannot typically afford private pay options (taxi or uber) and asked if anyone knows of a service that could provide such trip.

C. Campbell suggested if the client has a relationship with another non-profit agency they may be willing to help.

C. Campbell and J. Hallam-Nelson noted several area agencies that could possibly be resources.

---

<sup>3</sup> The DR (Designated Recipient) serves as the fiscal agent for the program. Green Bay Metro was selected as the DR for the Green Bay Urbanized Area's Section 5310 Program because of its experience with similar federal transportation funding programs. As the DR for this program, Green Bay Metro is entitled to 10 percent of the funding available in CY 2018 for program administration.

C. Campbell stated she is receiving good feedback from members of the public in regard to the survey J. Hallam-Nelson has released. Many members of the public were unaware of the new mobility management services.

C. Campbell stated that she feels corporate sponsorship is needed.

8. Other matters.

The tentative TCC meeting schedule for 2018 is as follows:

Monday, June 11, 2018  
Monday, September 10, 2018  
Monday, December 3, 2018

Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.

9. Adjourn.

The meeting was adjourned at 11:42 a.m.

**Minutes**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, June 11, 2018**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**Meeting Time: 10:15 a.m.**

**ROLL CALL**

Ian Agar (BC Human Services)	<u>Exc</u>	Denise Misovec (Curative Connections)	<u>Exc</u>
Mary Brick (Syble Hopp School)	<u>Exc</u>	Sandy Popp (Options for Independent Living)	<u>Exc</u>
Brandon Cooper (Oneida Nation)	<u>Exc</u>	Cole Runge (BC Planning Commission/Green Bay MPO)	<u>x</u>
Mary Derginer (ADRC of Brown County Board)	<u>x</u>	Brian Silk (MV Transportation)	<u>Exc</u>
Essie Fels (Green Bay Metro)*	<u>x</u>	Julie Tetzlaff (Cerebral Palsy Inc.)	<u>x</u>
Pat Finder-Stone (Citizen Member)	<u>x</u>	Tina Whetung (Curative Connections Trans. Program)	<u>x</u>
Christel Giesen (ADRC of Brown County)	<u>x</u>	Genny Willemon (BC Human Services)	<u>Exc</u>
Matt Halada (Wisconsin DOT NE Region)	<u>Exc</u>	John Withbroe (Green Bay Transit Commission)	<u>Exc</u>
Jessica Klemens (ASPIRO)	<u>Exc</u>	Vacant (BC Executive Department)	<u>Exc</u>
Linda Mamrosh (Citizen Member)	<u>x</u>	Vacant (BC Board of Supervisors)	<u>Exc</u>

Others present: Lisa Conard, Jennifer Hallam-Nelson, and April Herlache for Essie Fels

**ORDER OF BUSINESS**

C. Runge opened the meeting.

1. Approval of the December 4, 2017, TCC meeting minutes.

C. Runge stated that the December 2017 meeting minutes cannot be approved because of a lack of a quorum.

2. Approval of the March 12, 2018, TCC meeting minutes.

C. Runge stated that the March 2018 meeting minutes cannot be approved because of a lack of a quorum.

3. Selection of a Section 5310 Program Project Review Subcommittee for the Calendar Year (CY) 2019 application cycle.

C. Runge stated that WisDOT has indicated they plan to issue application materials for the 2019 cycle within the next few weeks. The MPO typically receives \$161,000 to \$168,000 annually.

The Section 5310 Program Management Plan calls for 10% of the MPO's annual funding to go to Green Bay Metro for program administration as the Designated Recipient. A total of 50% of the balance is assigned to the Mobility Management Program of Brown County, and the remaining funding is available to projects on a competitive basis. Past recipients include Curative Connections and Disabled American Veterans for vehicles used in their transportation programs.

C. Runge asked for three volunteers to serve on the application review subcommittee with C. Runge and L. Conard. It is anticipated that the team will meet once in August or early September and that the meeting will last about one hour. The team will consist of:

- Lisa Conard, Senior Planner, Brown County Planning Commission

- Mary Derginer, Board Member, Aging and Disability Resource Center
- Christel Giesen, Assistant Director, Aging and Disability Resource Center
- Cole Runge, MPO Director/Principal Planner, Brown County Planning Commission
- Julie Tetzlaff, Director of Adult Services, CP Center

4. Discussion regarding a specialized transportation travel voucher pilot project for Brown County.

C. Runge reviewed the staff report and noted that until the end of 2017, the Aging and Disability Resource Center (ADRC) of Brown County administered the State Specialized Transportation Assistance Program for Counties (State Stat. 85.21) on behalf of Brown County. But beginning in 2018, the ADRC of Brown County and the other non-profit aging units in Wisconsin that administer the Section 85.21 Program for their counties were no longer able to administer this program. The state informed the non-profit aging units that this was no longer acceptable because the Section 85.21 Program must be administered by a county department.

At the beginning of 2018, the Brown County Planning and Land Services (PALS) Department became the administrator of the county's Section 85.21 Program.

The services that are funded through the Section 85.21 Program and the amounts allocated to these services are included in annual county plans that are approved by the organizations that oversee the programs.

In addition to receiving an annual Section 85.21 Program funding allocation from the state, each county is allowed to establish a Section 85.21 Program Trust that retains program funds that are unspent at the end of each year. The trust funds can be spent on capital and other projects that are related to the Section 85.21 Program and that benefit seniors and people with disabilities.

C. Runge continued that the Mobility Management Program for Brown County is proposing to use up to \$30,000 of Brown County's Section 85.21 Program Trust balance of \$77,894 to develop and implement a Specialized Transportation Voucher Pilot Project in 2018. This project will provide travel vouchers to seniors and people with disabilities to help cover the high costs of taxi and other "private-pay" trips that address unmet transportation needs identified through Brown County Transportation Coordinating Committee meetings, stakeholder surveys and discussions, transportation plans, and demand studies.

The Mobility Management Program for Brown County's Mobility Coordinator will use what is learned during the 2018 Specialized Transportation Voucher Pilot Project to develop a Specialized Transportation Voucher Program that will be included in Brown County's 2019 Section 85.21 Program Plan. The 2019 Section 85.21 Program Plan will be presented to the BCPC Board of Directors for approval consideration in December of 2018. If the voucher program is approved in the 2019 plan, it will be funded by a portion of Brown County's 2019 Section 85.21 Program state allocation and a portion of the county's required local match (20 percent).

The use of funds from Brown County's Section 85.21 Program Trust to cover the cost of the proposed 2018 Specialized Transportation Voucher Pilot Project has been approved by the Wisconsin Department of Transportation (WisDOT) and the BCPC Board of Directors. A county board committee and the county board will have to approve the budget transfer.

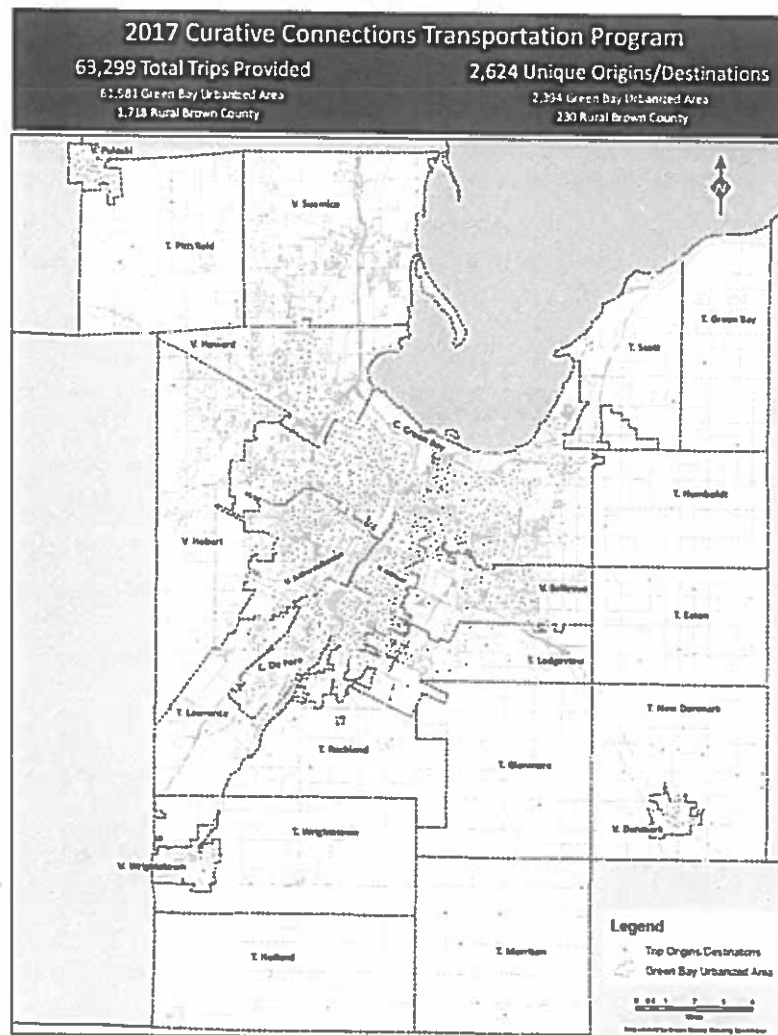
C. Runge noted that S. Popp attended the June 6<sup>th</sup> meeting of the BCPC Board of Directors and spoke in favor of the pilot project.

Discussion occurred on how the program may be administered (who will be eligible for the vouchers, trip purposes, times of day, etc.). Details are being discussed and information will be provided at a later date.

5. Discussion regarding the origins and destinations of trips provided by Curative Connections<sup>1</sup> in 2017.

L. Conard noted that Curative Connections provided the MPO staff with a list of all addresses served by the transportation program in 2017. 2,394 unique origins and destinations were identified and mapped.

In 2017, Curative began providing transportation service in rural Brown County. Of the 63,299 trips provided, 1,718 were from rural Brown County. Ker Vang of the MPO created the map that was discussed during the meeting.



<sup>1</sup> Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

6. Discussion regarding the status of the Safety for Brown County campaign.

Discussion occurred regarding unclear sidewalks during snow events.

M. Derginer stated the media did a great job of announcing the importance of clearing sidewalks and helping others who may have a difficult time doing so during the record snowfall in April.

L. Mamrosh stated that she continues to experience unclear sidewalks (past De Pere's deadline for snow removal). It continues to be a complaint-driven enforcement approach in De Pere and elsewhere in Brown County.

C. Runge referenced the *weekly street and sidewalk project updates* email for Green Bay and De Pere and asked if it was useful to the TCC members and their clients. Discussion about this information followed.

C. Giesen asked if the information could be placed on a website so people can access the information.

C. Runge suggested that the planning department webpage may be able to host the information and stated that he will determine if this is possible.

7. Round robin discussion about specialized transportation services in Brown County.

J. Hallam-Nelson stated she just issued a Mobility Management newsletter, presented at a recent Mobility Management focus group meeting, and is developing the scope of the voucher pilot project.

M. Derginer asked about transporting individuals with disabilities from the Green Bay Botanical Gardens to NWTC and the bus fares associated with this trip.

J. Hallam-Nelson will provide M. Derginer with the reduced fare application materials.

C. Giesen stated that the ADRC is busy writing its three-year (2019-2021) plan. Numerous focus groups, interviews, and meetings were held to gather information for the plan. Many people mentioned that transportation continues to be a big need.

L. Mamrosh noted that today the bus driver was making stop announcements instead of the automated announcements, and she asked how long this will continue.

A. Herlache explained that the automated announcements will resume in the near future. (Additional information provided post-meeting: A new Automatic Vehicle Locator System is expected to be completely in place by end of July. Current trip planning services may be limited and *Where's My Bus* information is being removed from existing buses to prepare for the installation of the new equipment. Please call Customer Service at 448-3450 for assistance throughout the transition.)

L. Mamrosh stated that she appreciates the service she has been receiving from Curative Connections. L. Mamrosh also stated that she has been able to schedule transportation to attend her Visually Impaired Persons Support Group well in advance thanks to a change in scheduling policy. Transportation to support groups can now be scheduled well in advance similar to medical appointments.

8. Other matters.

The tentative TCC meeting schedule for 2018 is as follows:

Monday, September 10, 2018

Monday, December 3, 2018

Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.

9. Adjourn.

The meeting was adjourned at 11:10 a.m.

**Minutes**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, September 10, 2018**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**Meeting Time: 10:15 a.m.**

**ROLL CALL**

Ian Agar (BC Human Services)		Denise Misovec (Curative Connections)	
Mary Brick (Syble Hopp School)	<u>x</u>	Sandy Popp (Options for Independent Living)	<u>Exc</u>
Brandon Cooper (Oneida Nation)		Cole Runge (BC Planning Commission/Green Bay MPO)	<u>x</u>
Mary Derginer (ADRC of Brown County Board)	<u>Exc</u>	Brian Silk (MV Transportation)	
Essie Fels (Green Bay Metro)	<u>x</u>	Julie Tetzlaff (Cerebral Palsy Inc.)	<u>x</u>
Pat Finder-Stone (Citizen Member)	<u>x</u>	Tina Whelung (Curative Connections Trans. Program)	<u>x</u>
Christel Giesen (ADRC of Brown County)	<u>x</u>	Genny Willemon (BC Human Services)	
Matt Halada (Wisconsin DOT NE Region)		John Withbroe (Green Bay Transit Commission)	
Jessica Klemens (ASPIRO)		Vacant (BC Executive Department)	
Linda Mamrosh (Citizen Member)	<u>Exc</u>	Vacant (BC Board of Supervisors)	

Others Present: Lisa Conard and Jennifer Hallam-Nelson.

**ORDER OF BUSINESS**

C. Runge opened the meeting at 10:15 a.m.

C. Runge noted that a quorum was not present.

1. Approval of the December 4, 2017, TCC meeting minutes. No action taken.
2. Approval of the March 12, 2018, TCC meeting minutes. No action taken.
3. Approval of the June 11, 2018, TCC meeting minutes. No action taken.
4. Recommendation to the Brown County Planning Commission (BCPC) Board of Directors regarding CY 2019 Section 5310 Program funding awards.

C. Runge presented the staff report.

In May of 2014, Brown County Planning Commission (BCPC) staff was informed by the Wisconsin Department of Transportation (WisDOT) that the initial application review and scoring process for Section 5310 Program funds needed to be conducted by a group of four or five people. To fulfill this requirement for the CY 2018 Section 5310 Program, a five-person subcommittee of the TCC was formed to review project applications, score them, and attend one subcommittee meeting to discuss the scores and develop funding recommendations to present to the full TCC.

**Subcommittee Discussion and Scoring**

On August 28, 2018, the Brown County TCC Section 5310 Program Application Review Subcommittee met to discuss and develop an overall score for the following application:



- **Curative Connections:** Funding for two minibuses that each have eight ambulatory positions and one wheelchair position<sup>1</sup>.

Total Project Cost: \$114,000

**Requested Section 5310 Program Funding: \$91,200** (80 percent of the total project cost)

After discussing the application and each subcommittee member's scores, the scores were combined and averaged to create the following overall score for the application:

- Curative Connections Vehicles: **74.6 of 100 possible points**

#### **Subcommittee Recommendation to the Full Brown County TCC**

The subcommittee members agreed that the project should receive CY 2019 Section 5310 Program funding because the project will be beneficial to seniors and people with disabilities. However, the subcommittee members were concerned that some of the project evaluation criteria were not adequately addressed in the application, and the members agreed that future applications from Curative Connections need to address the criteria more thoroughly.

Because up to half of the Section 5310 funding available for projects is reserved for the Specialized Transportation Mobility Management Program that began in 2017, the total requested amount of Section 5310 funding exceeds the amount available for projects by \$8,706. Therefore, **the subcommittee recommends that the Curative Connections project be awarded the requested funding minus the amount that exceeds the available funding level.**

If this recommendation is approved by the full TCC and the Brown County Planning Commission Board of Directors, the distribution of CY 2019 Section 5310 Program funds for the Green Bay Urbanized Area will be as follows:

<b><u>Section 5310 Program funding available in CY 2019 for the Green Bay Urbanized Area:</u></b>	<b><u>\$176,109</u></b>
Administration funding awarded to Green Bay Metro as the Section 5310 Program's (10%):	\$17,611
<b>Section 5310 Program funding available for eligible projects in CY 2019:</b>	<b>\$158,498</b>
CY 2019 Section 5310 funding set-aside for Specialized Transportation Mobility Management Program:	\$76,004
CY 2019 Section 5310 funding awarded to Curative Connections:	\$82,494
<b>Remaining CY 2019 Section 5310 Program Funding Balance:</b>	<b>\$0</b>

C. Runge thanked M Derginer, J. Tetzlaff, and C. Giesen for volunteering to serve on the application review subcommittee.

C. Runge noted that the subcommittee directed staff to provide T. Whetung with a written list of items to include in future applications for the purposes of making the application more thorough.

<sup>1</sup> Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

T. Whetung thanked the staff and committee and noted that the items would be incorporated into future applications.

Although a quorum was not present, a motion was made C. Giesen, seconded by P. Finder-Stone to recommend to the Brown County Planning Commission (BCPC) Board of Directors the approval CY 2019 Section 5310 Program funding awards as outlined in the staff report. Motion carried.

5. Discussion regarding the status of the specialized transportation travel voucher pilot project for Brown County.

C. Runge noted that the use of funds from Brown County's Section 85.21 Trust have been approved by the Brown County Planning Commission (BCPC) Board of Directors, Brown County Board of Supervisors' Planning, Development, and Transportation Committee, and the full Brown County Board of Supervisors.

J. Hallam-Nelson provided an overview of the voucher pilot project:

- Vouchers enable residents to access private pay providers at half the cost, addressing the largest unmet needs and gaps in service.
- The project supplements, not replaces, existing services.
- Qualified individuals will be able to purchase a voucher at 50% the face value.
- Agencies and businesses will be able to purchase vouchers at face value to distribute to eligible recipients at their discretion.
- People will be able to get rides with participating private pay providers and use vouchers to cover the costs of the rides.
- Participating private pay providers accept the vouchers and send the vouchers to the Mobility Management Program for reimbursement.

Discussion occurred regarding the roll-out of the project. J. Hallam-Nelson indicated that she is prepared to engage private operators and is ready with a marketing campaign. She is waiting for the city's legal department to finalize the contract language.

6. Round robin discussion about specialized transportation services in Brown County.

P. Finder-Stone stated that she has been engaged in webinars regarding walkable communities. She was surprised to learn that narrow streets are actually safer. She also noted that transit is essential for walkable communities.

C. Runge noted that the last state budget included a provision that prohibits the use of condemnation to acquire land for bicycle and pedestrian facilities. This is an obstacle in developing walkable communities.

C. Giesen stated that she is working with a group to bring accessible bicycles to the area. They are looking at three different models (side-by-side, trishaw, and tricycle). It is hopeful that the bikes will be used in a way that is similar to or in conjunction with LimeBike.

J. Tetzlaff noted that the CP Center will be wrapping up the major expansion project in the near future. J. Tetzlaff appreciates the work of transportation providers (Green Bay Metro Paratransit Program and Curative Connections) as it has not been easy dealing with 60+ drop-offs and pick-ups each day in a construction zone.

T. Whetung stated that Curative is preparing for a site review by WisDOT staff in the near future.

T. Whetung is hoping WisDOT staff can offer insight or suggestions for improving operations.

E. Fels stated that the paratransit program is running smoothly.

E. Fels noted that Green Bay Metro introduced a number of new "How to" videos. The videos are available on YouTube.

J. Hallam-Nelson noted that Green Bay Metro began fixed route bus service through the new East Side Transfer Point (service began on July 30<sup>th</sup> 2018).

J. Hallam-Nelson also noted she is performing all travel training for Green Bay Metro now that Metro's travel trainer has left Metro. Green Bay Metro just issued a Bus Tracker app (real-time) with positive feedback from users.

C. Runge noted that since the last meeting of the TCC, the Wisconsin Department of Health Services (DHS) has announced that the next contract for NEMT services will be awarded to LogistiCare Solutions, LLC. Currently, MTM provides this service.<sup>2</sup>

L. Conard noted that DHS anticipates transitioning to LogistiCare over the next several months with an approximate start date of April 2019.

C. Runge noted that the Transportation Advisory Council for DHS's NEMT program is scheduled to meet on October 22. More information should be available after the meeting.

7. Other matters.

The tentative TCC meeting schedule for the rest of 2018 is as follows:

Monday, December 3, 2018  
Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.

8. Adjourn.

The meeting was adjourned at 11:00 a.m.

---

<sup>2</sup> MTM is the private transportation broker hired by the Wisconsin Department of Health Services to coordinate Non-Emergency Medical Transportation (NEMT) services for qualifying Medicaid and BadgerCare Plus clients.

# **MINUTES** **BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**

Monday, December 3, 2018  
Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
Meeting Time: 10:15 a.m.

## **ROLL CALL**

Ian Agar (BC Human Services)	<u>Exc</u>	Sandy Popp (Options for Independent Living)	<u>x</u>
Mary Brick (Syble Hopp School)	<u>Exc</u>	Cole Runge (BC Planning Commission/Green Bay MPO)	<u>x</u>
Mary Derginer (ADRC of Brown County Board)	<u>x</u>	Brian Silk (MV Transportation)	<u>      </u>
Essie Fels (Green Bay Metro)	<u>x</u>	Julie Tetzlaff (Cerebral Palsy Inc.)	<u>x</u>
Pat Finder-Stone (Citizen Member)	<u>x</u>	Tina Whetung (Curative Connections Trans. Program)	<u>x</u>
Christel Giesen (ADRC of Brown County)	<u>x</u>	Genny Willemon (BC Human Services)	<u>      </u>
Matt Halada (Wisconsin DOT NE Region)	<u>x</u>	John Withbroe (Green Bay Transit Commission)	<u>      </u>
Jessica Klemens (ASPIRO)	<u>Exc</u>	Vacant (BC Executive Department)	<u>      </u>
Linda Mamrosh (Citizen Member)	<u>Exc</u>	Vacant (BC Board of Supervisors)	<u>•</u>
Denise Misovec (Curative Connections)	<u>      </u>	Vacant (Oneida Nation)	<u>      </u>

Others Present: Stephanie Birmingham (Options for Independent Living) Megan Borchardt (Brown County Board of Supervisors), Lisa Conard (Brown County Planning Commission), Jennifer Hallam-Nelson (BC Mobility Coordinator), and Karl Mueller (Brown County Planning Commission).

\*Please note that Megan Borchardt, Brown County Board of Supervisors, was in attendance but has yet to be confirmed to the TCC.

## **ORDER OF BUSINESS**

- C. Runge opened the meeting at 10:15 a.m.
- C. Runge announced there was a lack of quorum.
1. Approval of the December 4, 2017 TCC meeting minutes.
2. Approval of the March 12, 2018 TCC meeting minutes.
3. Approval of the June 11, 2018 TCC meeting minutes.
4. Approval of the September 10, 2018 TCC meeting minutes.
- C. Runge stated that the minutes from these meetings cannot be approved due to a lack of a quorum.
5. Discussion and action regarding Brown County's Section 85.21 Specialized Transportation Assistance Application/Plan for FY 2019.
- C. Runge stated that the ADRC administered the Brown County's §85.21 program until the end of 2017.

Beginning in 2018, the ADRC of Brown County was no longer be able to administer this program. The state had informed the ADRC that the §85.21 Program must be administered by a county department. (The ADRC is not an official Brown County department.)

It was determined that the Planning and Land Services (PALS) Department would administer the program.

C. Runge noted he consulted with each of the recipient agencies prior to developing the draft Brown County Section 85.21 Specialized Transportation Assistance Application for FY 2019. He stated that three of the four projects that received Section 85.21 funding in 2018 are proposed to receive Section 85.21 funding in 2019. The only difference is that the Section 85.21 funds that were used for the Brown County Mobility Management Program in 2018 are proposed to be used to help fund a Specialized Transportation Travel Voucher Program in 2019. The travel voucher program will be administered by the Brown County Mobility Management Program.

Project Name	Brown County Health and Human Services Department Van Driver	Curative Connections Transportation Service	Salvation Army Transportation Service	Specialized Transportation Travel Voucher Program	Totals
§85 21 Annual Allocation	\$30,309	\$476,535	\$8,250	\$41,535	\$556,629
§85 21 Trust Fund	\$0	\$0	\$0	\$0	\$0
County funds	\$6,600	\$95,307	\$1,650	\$7,715	\$111,272
Total:					\$667,901

C. Runge stated that planning staff held the required public hearing and no comments were received.

C. Giesen thanked staff for bringing the voucher program to fruition. Members of the committee agreed this will help fill a transportation gap.

Because a quorum was not present, the committee could not formally recommend approval of the Draft 2019 Section 85.21 Specialized Transportation Assistance Application/Plan. However, the committee members present unanimously supported its approval by the Brown County Planning Commission Board of Directors.

C. Runge noted that the Brown County Planning Commission (BCPC) Board of Directors will consider the plan on December 5, 2019.

6. Discussion regarding the development of an ADA Transition Plan for the Green Bay Metropolitan Planning Area.

C. Runge introduced Karl Mueller.

K. Mueller noted that the Federal Highway Administration (FHWA) has asked the Brown County Planning Commission staff to complete an ADA Transition Plan for transportation facilities in the Green Bay Metropolitan Planning Area. The plan will focus on facilities such as curb cuts and rail crossings and determine if they have detectable warning systems such as truncated domes (bump pads).

Staff is in the process of inventorying facilities.

Staff also intends to work with the entities responsible for the facilities (Brown County, City of Green Bay, De Pere, Allouez, etc.) to identify facilities that may not comply with ADA and discuss how and when these facilities can become compliant. Staff is looking for the TCC to advise staff during the development of the plan. The draft plan outline that was sent to the TCC members before the meeting is attached at the end of these minutes.

M. Derginer asked if the inventory process requires in-person inspection.

K. Mueller stated he is currently using air photos but has had to go out in the field in certain situations.

M. Derginer asked about the scope of the project.

K. Mueller stated that it is not the intent to determine if buildings or bathrooms are ADA compliant but transportation facilities such as sidewalks, crosswalks, and bike lanes.

C. Runge stated that staff intends to begin the plan development process by checking with Metropolitan Area communities and other entities to see if they have ADA transition plans of their own.

C. Runge stated that if a transportation facility is found to not comply with ADA, the plan would bring it to the attention of the appropriate jurisdiction with the goal of making the improvements necessary to attain compliance.

S. Birmingham would like to see the recommendations go beyond the bare minimum of ADA. For example, automatic door openers are not required by ADA but are appreciated by many.

C. Runge stated that the MPO's plans and studies typically attempt to go beyond the bare minimum. However, the MPO's ADA transition plan is meant to assess transportation facility compliance and recommend methods of making sure that the Metropolitan Planning Area's transportation facilities are at least minimally compliant.

S. Popp suggested that the plan address transportation-related websites. For example, making sure that information provided to the public is closed-captioned.

E. Fels stated the Green Bay recently upgraded its website to comply with ADA.

M. Borchardt noted that Brown County is currently evaluating the accessibility of its website. She stated that hopefully the public will be able to watch county meetings via the website soon.

TCC committee members agreed that the plan and implementation will be beneficial.

7. Discussion regarding the status of the specialized transportation travel voucher pilot project for Brown County.

J. Hallam-Nelson provided an overview of the voucher pilot project:

- Vouchers enable residents to access private pay providers at half the cost, addressing the unmet transportation needs and gaps in service.
- The project supplements, not replaces, existing specialized transportation services like Curative Connections and Green Bay Metro paratransit.
- Qualified individuals will be able to purchase a voucher at 50% the face value.
- Agencies and businesses will be able to purchase vouchers at face value to distribute to eligible recipients at their discretion.
- People will be able to get rides with participating private pay providers and use vouchers to cover the costs of the rides. Current participating private operators include Yellow Cab and Arms of Angels. Arms of Angels utilizes vehicles that are accessible by people using wheelchairs and other mobility devices.
- Participating private pay providers accept the vouchers and send the vouchers to the Travel Voucher Program for reimbursement.

Discussion occurred regarding voucher denominations, voucher expiration, etc.

C. Runge stated that the program is designed to fill a transportation service gap that has been discussed by the TCC for many years.

L. Conard noted that the program is designed to offer lower-cost transportation when other services are not available. If MTM<sup>1</sup>, Curative Connections<sup>2</sup>, and/or Green Bay Metro bus/paratransit<sup>3</sup> is not in service, or does not serve the trip origin or destination requested, then the voucher program is available.

J. Hallam-Nelson agreed and noted this program is generally designed for later night hours, Sundays, and holidays.

J. Hallam-Nelson announced that the program has been featured in her newsletter and will be appearing in the December issue of ADD-Life (ADRC newsletter).

8. Round robin discussion about specialized transportation services in Brown County.

C. Giesen noted that the Green Bay Metro Bus Tracker app that has recently been made available is a very valuable tool.

C. Giesen stated that a number of ADRC clients have had difficulty scheduling rides with

---

<sup>1</sup> MTM is the private transportation broker hired by the Wisconsin Department of Health Services to coordinate Non-Emergency Medical Transportation (NEMT) services for qualifying Medicaid and BadgerCare Plus clients.

<sup>2</sup> Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

<sup>3</sup> Discussion is in regard to the paratransit program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.

Curative Connections due to a lack of vehicle availability and/or capacity.

C. Runge noted that he processes monthly reports for all of the 85.21 Program recipients and has noticed that the number of rides provided by Curative has increased significantly in 2018.

T. Whetung noted that have been receiving a record number of requests for rides. Through October of 2018, they have provided over 4,000 "rural" rides (prior to mid-2017 rural rides were not eligible). In addition, the number of other rides has increased as well. Curative Connections relies heavily on volunteer drivers. Curative also employees a few paid drivers. In order to meet the growing demand, additional drivers are needed. However, when Curative advertises/requests new volunteer drivers, staff sees an uptick in new clients/ride requests.

T. Whetung stated that the number of rides to and from the Howard/Suamico area has increased substantially. Currently Green Bay Metro does not operate fixed route bus/paratransit in the Villages of Howard or Suamico since the villages do not contribute financially to the system.

M. Derginer stated that the new Bus Tracker app has been useful to her students.

S. Birmingham stated that she is aware of clients being told by MV call-takers that they are full and cannot accommodate a trip.

L. Conard stated that MV cannot deny a trip. In the event that a specific pick-up time is full, MV must offer a time within one hour of the requested time.

E. Fels, Metro's paratransit coordinator, confirmed that denying trips is not allowed and will talk to MV about this.

J. Tetzlaff, CP Center, stated that the voucher program will be beneficial to her clients.

M. Borchardt suggested that the Mobility Coordinator make a presentation to the Brown County Board of Supervisors.

J. Hallam-Nelson indicated that she is available to make presentations regarding the voucher program and/or travel training.

9. Other matters.

The tentative TCC meeting schedule for 2019 is as follows:

Monday, March 11, 2019  
Monday, June 10, 2019  
Monday, September 9, 2019  
Monday, December 2, 2019

Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.



10. Adjourn.

The meeting was adjourned at 11:30 a.m.

**Attachment to the 12-3-2018 TCC minutes**  
**Outline for the ADA Transition Plan for the Green Bay Metropolitan Planning Area.**

**Background Components for the ADA Plan:**

- Introduction
- Purpose of the ADA Transition Plan
- Statutes pertaining to ADA compliance
  - i. Americans with Disabilities Act, Title II (1991)
  - ii. Rehabilitation Act, Section 504 (1973)
  - iii. 2010 amendment to the Americans with Disabilities Act
- Scope of Work
  - i. Show map of the 2045 Metropolitan Planning Area Boundary (MPA)
  - ii. Disabilities
    - Define what constitutes a disability using the Americans with Disabilities Act definition.
    - Map disability demographic data across the Metropolitan Planning Area by census tract.
      - Create maps showing the locations of disabled populations by census tract across the MPA.
  - iii. Outline the components of the ADA Transition Plan (these are highlighted in yellow in the sections below.)
- Background – highlight current programs and documents for addressing ADA compliance across the MPA.
  - i. Review any existing MPA-entity ADA Transition Plans.
  - ii. 2016 Coordinated Public Transit – Human Services Transportation Plan for Brown County, Wisconsin
  - iii. Recipient Coordination and Management Plan for the Green Bay Urbanized Area’s Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (2016)
  - iv. A Model Ordinance for Pedestrian- and Bicycle-Friendly Site Design in the Green Bay Metropolitan Area (2012)
  - v. Safe Routes to School Plans; Howard/Suamico School District (2009), Allouez (2012)
  - vi. Green Bay Metro
    - ADA compliance for buses
    - Paratransit Services
  - vii. Curative Connections
  - viii. Specialized Transportation Services
    - Section 85.20 (state funds) along with Section 5310 funds fund the Mobility Manager Position. Section 85.21 funds the voucher program for the service.
  - ix. Bicycle and Pedestrian Plans (list the plans)
  - x. Community comprehensive plans (Transportation + Land Use Chapters), 2015 MPO Long Range Transportation Plan, 2004 Brown County comprehensive plan

- Design standards for full ADA Compliance.
  - i. 2010 design standards for curb ramps.
    - Identify good and bad examples of curb ramp alignment using existing curb ramps in the MPA.
  - ii. Sidewalk design standards for minimum ADA compliance.
  - iii. Outline additional mechanisms such as accessible pedestrian signals that enhance safety for individuals with disabilities.
  - iv. Document ADA compliance standards for transit and airport services.

**ADA Transition Plans should consist of the following components:**

1. A List of Physical Barriers in the Department's Facilities that Limit Accessibility of Individuals with Disabilities (the Self Evaluation),
  - ADA Curb Ramp compliance across the Metropolitan Planning Boundary (aerial photos and google maps, GIS, on-the-ground viewing).
  - Use GIS mapping to document State and local government offices and facilities in the MPA and the transportation facilities around them (sidewalk access, curb ramps)
  - Assessment of sidewalks across the Metropolitan Planning Area Boundary. (GIS)
    - Sidewalk coverage across the MPA
  - Identify locations throughout the MPA where sidewalks intersecting railroad tracks lack truncated domes on one or both sides of the tracks. (aerial photos, google maps)
  - Green Bay Metro
    - Document ADA compliance of Green Bay Metro buses (GB Metro)
    - Assess ADA compliance of Bus Stops (using the 2014 Bus Stop Study as a guide)
      - Identify additional barriers around bus stops (i.e. lack of sidewalks, ramps, etc.)
  - Access/barriers to using public transportation/specialized transportation services (TCC).
  - Identify physical barriers that limit accessibility for disabled individuals (i.e. utility poles, mailboxes, garbage/recycling bins, etc.) (TCC)
  - Document community input on physical barriers through maps, surveys, and interviews (TCC).
  - Work with officials from Austin Straubel International Airport to identify any accessibility issues pertaining to ADA compliance and document them.
  - Collect signal-timing for traffic signals, pedestrian push buttons, and accessible pedestrian signals across the MPA to ensure that individuals with disabilities have sufficient time to safely cross intersections (map this information in GIS.)
  - Outline how the site design and layout can create physical barriers and limit access for individuals with disabilities (using existing comprehensive plans in the MPA.)
2. A Detailed Description of the Methods to Remove these Barriers and Make the Facilities Accessible,

- Coordinate with communities in Brown County to address ADA non-compliant areas and create a timeline for achieving full compliance.
- Establish goals, objectives, and performance measures in the Long-Range Transportation Plan.
  - Create a performance measure to achieve full ADA compliance for curb ramps.
  - Tie in ADA compliance for sidewalks with pedestrian accessibility using existing performance measures in the Long-Range Transportation Plan.
- Section 5310 Specialized Transportation Assistance Program.
  - Provide funding to continue to provide service to individuals with disabilities (Section 85.21 funds?)
  - Identify additional potential funding sources to expand services.
- Document any existing exemptions from full ADA compliance.
- Continue/expand Safe Routes to Schools efforts across the Metropolitan Planning Area (TA Set-aside funds).
  - Work with school districts across the MPA.
  - Continue working with communities with the Safe Routes to School Program.
  - Prioritize improvements at bus stops that are not ADA accessible based on usage.
  - Examine ways to improve the cost-effectiveness of paratransit services in the Green Bay area. (Green Bay Metro Strategic Plan, 2019-2023 Transportation Development Plan)
- Identify outside funding sources such as grants that can be used to improve ADA infrastructure and transportation services for disabled individuals.

### 3. A Schedule for Taking the Necessary Steps,

- Work with officials from each community within the Metropolitan Planning Area to review ADA non-compliant areas, and create a timeline for achieving compliance.
- Work with communities to create a timeline for installing truncated domes at all locations where sidewalks intersect railroad tracks.
- Coordinate with Green Bay Metro to improve ADA accessibility at bus stops.

### 4. The Name of the Official Responsible for Implementation,

- Identify government entity or entities responsible for overseeing ADA compliance within each community in the Metropolitan Planning Area.

### 5. A Schedule for Providing Curb Ramps

- Meet with planners, public works, City Officials, and/or engineers from each community within the Metropolitan Planning Area to review ADA non-compliant

curb ramps, and create a timeline for achieving full ADA compliance at curb ramps.

- Maps can be created to provide the schedule for providing curb ramps at non-compliant areas.

6. A Record of the Opportunity Given to the Disability Community and Other Interested Parties to Participate in the Development of the Plan.

- Use the Transportation Coordinating Committee (TCC) to oversee the development of the plan; provide the Technical Advisory Committee (TAC) with an opportunity to review the plan and give a recommendation of approval; receive final approval by the Brown County Planning Commission (BCPC) before it is submitted to the Federal Highway Administration (FHWA).
- Record and document outreach events including the methodology used to solicit feedback from stakeholders. Methods can include:
  - Surveys
  - Mapping exercises
  - Interviews
- Meet quarterly with the TCC to collect information and input from stakeholders (TCC Members):
  - Identify areas for improvement for curb ramps and sidewalks.
  - Identify barriers that limit accessibility for individuals with disabilities.
  - Identify barriers to accessing key services such as schools, hospitals and other healthcare facilities, and government facilities.
- Document stakeholders involved in the planning process including government entities, non-profits, advocacy groups, and other interested stakeholders.